

Teco Asia Supplier Instruction For Nedis Branded Products

(Order, Compliance Check,
Pre-Production Sample Check, RoHS Check,
Pre-shipment Inspection, Shipment Logistic)



德皓亚洲供应商指引

Nedis 品牌产品适用

(订单、合规检查、生产前样品检查、
RoHS 测试、出货前验货、发货装运)

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I. GENERAL REQUIREMENTS 通则

1.1 Purpose 目的

- All purchases from TeCo Asia Ltd (here after called “TeCo Asia”) made by means of a Purchase Order (hereinafter “PO”) are subject to these instructions (hereinafter “Instructions”). By accepting any Order issued by TeCo Asia, the party providing products or services pursuant to the PO (hereinafter “Supplier”) agrees to follow the Instructions herein.
- 所有德皓亚洲有限公司 (以下简称“德皓亚洲”) 使用的采购订单 (以下简称“订单”) 所作的采购, 都应按以下这些指引 (以下简称“指引”) 来操作。一旦接受由德皓亚洲有限公司发出的产品或服务的订单, 则提供这些产品或服务的供应商 (以下简称“供应商”) 也同意遵照以下指引中的所有条款。

1.2 Terms and Conditions of Purchase 采购条款及条件

- TeCo Asia requires all Suppliers to sign the “Supplier Agreement”, which serves as the foundation of the following Instructions.
- 德皓亚洲要求所有供应商“供应商协议”, 该文档为以下指引的基础。

1.3 Code of Conduct 道德准则

- All Suppliers are also required to sign and observe the “The Group Code of Conduct”, which serves as the fundamental ethical standards of the business engagement.
- 所有供应商都还需签署并执行“本集团道德准则”, 在业务的过程中作为最基本的道德标准。

1.4 Po key date 訂單关键日期

- Test Reports Ready Date – The full set of acceptable compliance test reports to be presented to TeCo Asia before that date.
- 测试报告提交日期 – 供应商在该日期之前向德皓亚洲提交全套可接受的合规性测试报告。
- Goods Delivery Date- The Goods Delivery Date of each PO are to be understood as date of goods availability on the premises of the Supplier or any place specified in the PO. The goods must be in accordance with the full quantity stated in the PO and have been packed in the outer carton and can be shipped. Supplier needs to fill in the goods delivery date in the PO and sign it for confirmation.
- 交货日期 - 每个 PO 的交货日期应理解为該批货物已完成並置放在供应商的工场或 PO 中指定的地方。該批货物必须符合订单中规定的全部数量, 已包装在外箱中并可以隨時出貨。供应商需要在采购订单中填写货物交货日, 并签字确认。

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1.5 Supplier Quality Evaluation Program 供应商质量评估计划

- To maintain the Nedis supply chain complied to the local laws, and practices of their region, and to assess supplier performance, track progress and visualize the supply network. Suppliers request to be in the acceptable level of the following programs:
 - Factory Manufacturing Audit
 - RoHS Risk Assessment
 - amfori BSCI
- 维持 Nedis 供应链遵守当地法律和当地惯例, 并评估供应商绩效, 跟踪进度和可视化供应网络。供应商要求处于以下计划的可接受水平:
 - 工厂制造审核
 - RoHS 风险评估
 - amfori BSCI

- 1. Factory Manufacturing Audit: In accordance with the internationally recognized ISO 9000 standard for Quality Management System. The audit is conducted by Teco Asia or 3rd parties' auditors. The Audit covers:
 - Quality management system and factory profile
 - Stock management
 - Quality Control System
 - Production processes
 - Measurement, analysis, and improvement
 - RoHS control process and risk (lead and heavy metals) assessment
 - REACH control process
- 1. 工厂制造审核: 按照国际公认的 ISO 9000 质量管理体系标准。审核由 Teco Asia 或第 3 方审核员进行。审核涵盖:
 - 质量管理体系和工厂概况
 - 库存管理
 - 质量管理
 - 生产流程
 - 测量, 分析和改进
 - RoHS 控制流程和风险(铅和重金属)评估
 - REACH 控制流程

Criteria Level: Max scoring 100. A ≤80-100, B ≤70-79, C ≤60 -69, D ≤50 -59, E ≤49

标准等级: 最高评分 100。A≤80-100, B≤70-79, C≤60 -69, D≤50 -59, E≤49

Supplier Qualified:	C or above	no block for shipment
Supplier Under Conditional Qualification:	D	shipment blocked
Supplier Not Qualified:	E	No PO

←参考左表

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- 2. RoHS Risk Assessment: During manufacturing audit, auditor will evaluate factory's RoHS control and assess the risk of lead and or heavy metal contamination.

Criteria Level: A = Very Low, B = Low, C = Medium, D = High, E = Very High

Supplier Qualified:	C or above	no block for shipment
Supplier Under Conditional Qualification:	D	must improve to C or above within 3 months
Supplier Not Qualified:	E	No PO

- 2. RoHS 风险评估：在制造审核期间，审核员将评估工厂的 RoHS 控制并评估铅和/或重金属污染的风险。
- 标准级别：A = 非常低, B = 低, C = 中, D = 高, E = 非常高

←参考左表

- 3. amfori BSCI: amfori BSCI is a global social responsibility initiative dedicated to improve the working conditions of global suppliers to achieve a sustainable supply chain. Nedis is a member of amfori BSCI, Nedis suppliers must be amfori BSCI certified or meet equivalent standards (ICS, SMETA).

Criteria Level: grade A, B, C, D, E

Supplier Qualified:	C or above	-----
Supplier Under Conditional Qualification:	D	must improve to C in 1 year
Supplier Not Qualified:	E	

- 3. amfori BSCI: amfori BSCI 是一项全球社会责任倡议，致力于改善全球供应商的工作条件，以实现可持续供应链。Nedis 是 amfori BSCI 的成员，Nedis 供应商必须通过 amfori BSCI 认证或符合同等标准 (ICS, SMETA)。

标准等级：A、B、C、D、E 级

←参考左表

1.6 The role of Nedis and TeCo Asia; Nedis 与德皓亚洲分工

Nedis	Product Set Up, Appearance, Specifications, Features, Packaging Design 产品客制化, 外观, 规格, 功能, 包装设计
TeCo Asia	Order Handling, Compliance, Product Safety, Performances, User Experiences and Quality Control, Inspection, Shipment & Logistic arrangement, Payment 订单处理, 产品安规, 安全, 性能, 用户体验和质量控制, 验货, 船务物流, 货款安排

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1.7 Explanation of Terms 术语解释

NPI	New product introduction 全新产品
Replacement	Replacement of an old product, not 100% identical 新型号代替旧产品, 不是 100%新旧相同
Private Label	New product under customer own brand 为客户品牌设立的新产品
EUT	Equipment Under test - The device/ product under lab test, product pictures and critical components will be recorded in the test report 被测装置/产品, 产品相关图片和关键零件会记录到测试报告
PE sample	Product Evaluation Sample or Pre-Production Sample 产品评估样, 下面统称“产前样”
PSI	Pre-Shipment Inspection 出货前检验(验货)
Batch Code	It was used to call the “Traceability Code” and now changed to “Batch Code”. 追溯码 (批次号)

1.8 Job Title of TeCo Asia Staff 德皓亚洲员工职称释

Sourcing Manager	SM	采购经理
Order Management Team	OM	订单组协调员 (订单组)
Compliance Officer	CO	合规专员
Quality Team	Q-Team	品管组
Quality Engineer	QE	质量工程师
QA Supervisor	QA 主管	验货主管 (QA 主管)
QA Inspector	QA	验货员
Logistic Team Coordinator	Logistic Team	物流组协调员 (物流组)

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II. SUPPLIER'S RESPONSIBILITY 供应商之责任

2.1 Order Process and Requirements 订单流程及要求

- Nedis currently purchase over 4,000 product articles from about 200 Asia suppliers, TeCo Asia is responsible of placing order, compliance check, quality control, shipping arrangement and payment as well. In order to ensure that every order can be shipped smoothly, TeCo Asia has prepared the following set of order processes and requirements. Suppliers shall study this document carefully, follow the steps, processes submit relevant documents and samples on time, and meet all our requested requirements, then orders shall be shipped smoothly and timely.
- Nedis 在亚洲向约 200 家供应商采购超过 4,000 项产品，全部经由德皓亚洲下单，品管控制，出货以至付款。为了确保每一订单都能顺利出货，德皓亚洲准备了下面整套流程及要求，供应商务必仔细阅读。供应商只要主动配合按时提交相关文件和样品，并符合各项要求，订单便可以顺利按时出货。

2.2 Product General Requirements 产品基本要求

- Suppliers have the responsibility to ensure the product is safe for use, no infringement of any intellectual property right and fit for purpose.
- 供应商有责任确保产品是安全，合法，不侵犯专利权及适得其用。

2.3 Product Compliance 产品合规

- Nedis's major market is the whole Europe, unless the destination is specified on the PO, all products must be compliant with the relevant regulations of European Union (EU).
- It is the Supplier's responsibility to ensure the product meets all relevant EU product safety and environmental requirements. Suppliers are required to submit third-party laboratory test reports or other specified technical documents to TeCo Asia within the specified time. Compliance Officer of TeCo Asia will verify test reports and confirm the acceptance.
- In case any test report is not accepted due to wrong standard, irrelevant content or expired standard, Supplier is not allowed to proceed the PO, start mass production, and make the shipment without the approval from TeCo Asia.
- Nedis 主要市场是整个欧洲，除非订单内注明指定目的地，所有产品必须符合欧盟法规。
- 这是供应商责任确保产品符合欧盟相关的产品安全和环境的要求。供应商需要在指定时间内主动向德皓亚洲提交产品第三方实验室测试报告或其他指定技术文件。德皓亚洲的合规专员会核实测试报告并确认接受。
- 如某测试报告因标准不符，内容不相关或标准过期而不被接受，德皓亚洲不会允许订单投入量产，验货以至出货。

For detail about compliance requirements please download 关于安规详细要求请下载→

[TeCo Asia EU Compliance Guide](#)

2.4 Change Product Critical Parts 产品更换关键元件

- Product compliance is very important, for all repeat order, Nedis will not accept the change of any key components or accessories!
- For example, power adapter, power cord, power plug, CPU/ IC/ Chip-set, PCBA components, PCBA materials, motors, enclosures materials, high-voltage PVC wires, etc.
- If it is a must to change the components or accessories, supplier should notify OM, fill in the Change Critical Parts Form and granted the approval by Nedis PM, and then provide the relevant test report and update sample, and go through the NPI process (3.01) again.
- 产品合规至为重要, 因此在返单时, Nedis 不接受更换任何关键元件或配件!
- 例如电源适配器, 电源线, 电源插头, CPU/ IC/ Chip-set, 底板组件, 底板材质, 马达, 外壳物料, 高压导线等等。
- 如果必须更换关键元件或配件, 供应商必须通知订单组, 填写更换信息表格, 由 Nedis PM 确认批准, 然后重新提供测试报告和更新样品, 再走 1 次 NPI 流程(3.01)。

2.5 On Time PO Completion 订单按时完成

- The Supplier must complete the PO on/before the Goods Delivery Date confirmed by both parties, so that TeCo Asia can arrange the pre-shipment inspection, and the shipment.
- In the event that supplier, due to their problem, fails to effect the delivery within 7 days from their confirmed delivery date stated in this purchase order, Supplier will be responsible for the airfreight on part of the quantities or whole order quantities requested by TeCo Asia, or pay a penalty equals to 0.5% of the purchase order price for a maximum of thirty (30) days/15%.
- In the event of the delay exceeds 30 days from the agreed delivery stated in this purchase order, TeCo Asia has the right to cancel the order. In case of cancellation Supplier shall indemnify TeCo Asia against any direct liabilities and costs.
- 供应商必须按订单上买卖双方确认的交货日期或之前完成订单, 供德皓亚洲安排出货前验货, 与后续出货。
- 如果供应商由于其问题未能在此采购订单中规定的确认交货日期后的 7 天内完成交付, 则德皓亚洲将要求供应商空运订单部分或全部数量, 或支付相当于订单价格 0.5% 的罚款, 最多三十 (30) 天/ 15%。
- 如果订单约定的交货日期延误超过 30 天, 德皓亚洲有权取消订单。如果取消, 供应商应赔偿德皓亚洲的任何直接责任和费用。

2.6 Re-inspection, Pre-production sample RoHS re-check and Pre-shipment RoHS re-check fee 重验费用、生产前样品 RoHS 重测和出货前 RoHS 重测费用

- TeCo Asia will be responsible for pre-shipment inspection(RoHS checked included). For the first order of new product, TeCo Asia needs to arrange RoHS check on all pre-production samples. First time pre-shipment inspection and RoHS check on pre-production sample is free of charge. Re-inspection fee and RoHS re-check fees are as follows:
- 德皓亚洲将负责出货前检验 (包括 RoHS 检查)。对于新产品的第一个订单, 德皓亚洲需要安排所有生产前样品的 RoHS 检查。首次出货前检验和生产前样品的 RoHS 检查是免费提供。出货前复检费和 RoHS 复检费如下:

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PSI 出货前检验(验货)	
1st inspection 第 1 次验货	Free 免费
2nd inspection 第 2 次验货	Re-inspection fee USD150 重验费 150 美元
3rd inspection 第 3 次验货	Re-inspection fee USD300 重验费 300 美元
4th inspection 第 4 次验货	Re-inspection fee USD300 or TeCo Asia has the right to request a new production batch or cancel PO. For compensation on order cancellation, please refer to the Supplier Agreement. 重验费 300 美元或 TeCo Asia 有权要求新的生产批次或取消订单。有关取消订单的补偿, 请参阅供应商协议。

PSI 出货前 RoHS 检查		
No. of Inspection 验货次数	No. of RoHS sample 测试样数量	Lab Test Fee 实验室测试费
1 st inspection 第 1 次验货	Pick 1 samples 取 1 个样	Pass → Paid by Teco Asia 合格 → Teco Asia 支付
2 nd inspection 第 2 次验货	Pick 3 samples 取 3 个样	Pass → Paid by Teco Asia 合格 → Teco Asia 支付 Fail → \$60 paid by supplier 不合格 → 供应商支付 60 美元
3 rd inspection 第 3 次验货	Pick 5 samples 取 5 个样	Pass → \$100 paid by supplier 合格 → 供应商支付 100 美元 Fail → cancel order and supplier bear contractual penalty 不合格 → 取消订单。取消订单的补偿, 请参阅供应商协议。

Pre-Production Sample RoHS Check 产前样 RoHS 检查	
1st PE sample 产前样 RoHS check	Free 免费
2nd PE sample 产前样 RoHS check	Pass → Free 免费; Fail → USD150
3rd PE sample 产前样 RoHS check	Pass → Free 免费; Fail → USD300
4th PE sample 产前样 RoHS check	Pass → Free 免费; Fail → USD300 or TeCo Asia has the right to request a new production batch or cancel PO. For compensation on order cancellation, please refer to the Supplier Agreement USD300 或 TeCo Asia 有权要求取消订单。有关取消订单的补偿, 请参阅供应商协议。

2.7 Packaging Design and Artwork 包装设计和印刷品图档

- Nedis will generally own design own packaging according to the supplier's original packaging size and product information.
- The essential technical specification information (such as wireless frequency, wireless power, ErP) according to EU regulations will be added on the packaging.
- Nedis 通常会按照供应商原包装尺寸和产品信息, 设计自有包装。
- 包装将按欧盟法规要求加入必须的产品技术规格信息(如无线频率, 无线功率, ErP)。

- The instruction manual usually has translation in 18 languages.
- From design, taking photos to languages translation and finally packaging artwork ready, it takes a lot of effort and plenty of time; any information errors will cause artwork as well as shipment delayed. Therefore, when supplier provides product information, photo sample, and draft manuals to TeCo Asia SM/ Nedis PM for packaging design, supplier must verify the information to ensure accuracy.
- All Packaging and Printing artwork, including Instructions Manual, Warranty, Packaging (giftbox/blister/poly bag), Product Silk-Screen Printing, Rating Label, Flag Label, etc., will be provided directly by Nedis PM.
- Supplier is requested to check and confirm all the printing artwork; the product picture, appearance, specifications, features descriptions, content of accessories, compliance marks (7 essential elements). Once mistake or deviation is found, Supplier has to inform Nedis PM to revise artwork. Supplier is not allowed to edit the artwork by themselves.
- No artwork will be provided for the batch code (S/N), Supplier follow this guide to produce themselves; and confirmed by Order Team.
- All Printing and Packaging artwork must be approved by Nedis PM before mass print. Nedis PM is the only person to approve printing and packaging samples.
- OM will help to check the progress of printed matter with Nedis PM but won't be responsible for printed matter approval.
- 说明书一般有 18 国语言译本。
- 由包装设计, 拍照到语言翻译, 需要很长时间; 如果因产品信息错误导致修改设计图档会导至出货延误。因此供应商在提供产品信息, 样机, 说明书草稿给德皓亚洲采购经理/Nedis 产品经理做包装设计时, 必须小心核实资料, 确保准确无误。
- 所有包装印刷品图档, 包括说明书, 保证书, 外包装(彩盒/吸塑/塑料袋), 产品丝印, 后铭牌, 旗型贴纸等, 会由 Nedis 产品经理直接提供。
- 供应商有责任核对印刷品图档; 对图档内产品图片, 外观, 规格, 功能描述, 附件内容, 安规标志(7 大要素)等确认无误。若发现图档错误, 要通知 Nedis 产品经理修改, 不要自行处理。
- 追溯码(S/N)不提供图档, 供应商按本指引自行制作, 由订单组确认。
- 所有印刷品必须由 Nedis 产品经理确认, 才可上机印刷大货。Nedis 产品经理是印刷品唯一确认人。
- 订单组可代供应商向 Nedis 产品经理询问印刷品进度, 但不负责确认印刷品。

2.8 Shipping Quantity and Partial Delivery 出货数量与部分发货

- The quantity of each product in the PO must be accurately executed and shipped at one time.
- Suppliers are not entitled to make partial deliveries, or more than the quantity specified in the PO unless otherwise agreed by TeCo Asia in writing.
- In case of partial or excess shipment on a PO is needed, Supplier shall inform the Order Team within 7 working days before the agreed delivery date and apply for TeCo Asia's approval.
- 订单内每项产品的数量, 必须准确执行并一次性出货。
- 除非与德皓亚洲另有约定, 并由德皓亚洲以书面形式同意, 供应商不可作出部分交货, 或超过订单数量出货。
- 如有必要部分交货或超额发货, 供应商必须在完成日期前最少 7 个工作日通知订单组, 得到向德皓亚洲书面批准才可进行。

2.9 Reliable Inspection Date 可靠验货排期

- For one PO consisted of multiple items, basically only one inspection will be arranged. If the order quantity is large, TeCo Asia accepts multiple inspections; Supplier must submit an accurate Product Inspection List to Order Team, for TeCo Asia to arrange QC Inspector to perform inspection.
- The Product Inspection List must be reliable and accurate. Supplier is not allowed to make changes on the models and quantities without the approval from TeCo Asia. If the Supplier fails to provide the products for inspection when TeCo Asia's inspectors are already at supplier's premises on the agreed date, TeCo Asia has the right to charge the Supplier an abortive inspection fee.
- 一張订单含多项产品，基本上只安排一次验货。如单量很大，德皓亚洲才接受多次验货，供应商要向订单组预先提交准确的待检产品列表，供德皓亚洲安排验货员验货。
- 该待检产品列表应该是可靠和准确，德皓亚洲不接受多次变动。如果供应商未能按表内日期完成订单而导至验货员空跑，德皓亚洲将按验货空跑处理，严重案子会按不按期完成订单处理。

2.10 Secure and Adequate Packaging 包装安全可靠
























- It is the Supplier's responsibility to provide secure and adequate packaging so that the products can arrive destinations without damage. In the event of such damages, TeCo Asia shall jointly assess the cause of the damage with the Supplier and agree preventive measures to be implemented for the next shipment. Supplier fails to take preventive measures will be liable for the damage caused by inferior and / or deformed packaging, and TeCo Asia shall have the right to seek compensation.
- 供应商必须提供安全和适当的包装，以保证产品可以安全无损地到达目的地。一旦发现产品有损坏，德皓亚洲会同供应商共同评估损坏的原因，并一起决定下次出货应实施的预防措施。如果供应商没有采取预防措施，而产品又因为劣质或变形的包装而损坏，德皓亚洲有权要求供应商对所造成的损坏作出赔偿。

2.11 Shipping Document Accuracy 准确船务文件

- It is the Supplier's responsibility to provide accurate export documents, including but not limited to invoice, packing list, country of origin, and bill of lading. TeCo Asia has the right to request the Supplier to revise the documents if the mistake was due to Suppliers' negligence, and the Supplier should bear all the associated cost.
- 供应商对所有的出口文档，包括但不限于发票，装箱单，原产地证和提单的准确性负责。如错误由供应商的失职而导致，德皓亚洲有权要求供应商修改文档，并由供应商承担所有相关的费。

III. Order Flow Chart 订单流程图

3.01 NPI Order Flow Chart, NPI 订单流程图

Flow	TeCo Asia Contact	Name of steps	Supplier	Timeline (workday)
NPI-1	OM	PO Issued 		Day 1
NPI-2	SM	Kick-Off Meeting 		Complete within 5 workdays after receiving the PO
NPI-3	OM	Confirm Test Report and Goods Delivery Date 	 	Complete within 7 workdays after receiving the PO
NPI-4	SM	PMD & Packaging Material BOM 	 	Complete within 7 workdays after receiving the PO
NPI-5	OM	Compliance Check 	 	Present before the Test Report Ready Date agreed by supplier
NPI-6	OM	Product Evaluation Sample Check 		To be controlled by OM
NPI-7	OM	MP Release 		
NPI-8	OM	Compliance Check (part B if applicable) 		At least 10 workdays before Goods Delivery Date agreed by supplier
NPI-9	OM	Pre-shipment Inspection(PSI) Date 		At least 5 workdays before Goods Delivery Date agreed by supplier
NPI-10	OM	PSI/ GS/ RoHS Check/ Shipment 		PO Delivery Date achieved

3.02 NPI Flow Chart Product Coverage, NPI 订单流程图产品覆盖

- This flow chart is applicable for Nedis products which classified as NPI/ Replacement/ Private Label on the PO. Repeat orders shall follow the next chapter **Repeat Order Flow Chart**.
- 这流程图适用于 Nedis 产品标识为 NPI/ Replacement/ Private Label。返单按後續的返单流程走。

NPI-1 PO Release 产生订单

- When TeCo Asia received purchasing instructions from Nedis, Order Team will release the PO via email.
- PO Tracking Form (PTF) – a PTF is released along with the PO which stated update compliance requirements of the product. Supplier is requested to provide a Test Reports Ready Date.
- Supplier shall acknowledge receiving the Purchase Order and suggest any revisions to the original order in writing to the respective Order
- 当德皓亚洲收到 Nedis 的购买指示时, 订购組将通过电子邮件發出采购订单。
- PO 跟蹤表 (PTF) – PTF 与订单一起发出, 提供产品的最新合规要求。供应商要提供整套测试报告提交日期。
- 供应商应在接到德皓亚洲的订单之后 24 小时内确认已收到采购订单, 并以

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Coordinator of TeCo Asia within 24 hours of receiving the Order from TeCo Asia. Such revisions include but not limited to unit price, one-off discount, FOC discount, delivery date, minimum order quantity, incoterms, or port of origin. Revisions are considered as counteroffers, and TeCo Asia shall revise and re-issue the Purchase Order after negotiated these revisions with the Supplier.

书面形式向德皓亚洲的订单执行人员提出对采购订单的修改和补充。此类修订包括但不限于单价、一次性折扣、返回商品折扣、交货日期、最小订单数量、贸易术语通则或发货地港口。修改的订单被视为还盘。德皓亚洲将在同供应商协商后，修改并重新发出更新后的采购订单。

NPI-2 Kick-Off Meeting 產品启动会议 (PO date + 5 workdays)

- SM will hold a supplier meeting together with the Compliance Officer to describe the order process, confirm the safety standards, test report requirements, and time.
- This will allow the supplier to provide a feasible and reasonable Test Reports Ready Date and Goods Delivery Date.
- 采购经理将連同合规專員召開供应商会议, 講述订单流程, 确认安規标准和测试报告要求, 时间。
- 这将使供应商给出合理可行的测试报告提交日期和订单交貨日期。

NPI-3 Confirm PO order completion date 确认订单完成日期 (PO date + 7 workdays)

- The Supplier shall confirm to TeCo Asia the Test Reports Ready Date and Goods Delivery Date within 7 workdays. The dates will be filled in the PO and signed and chopped by the supplier.
- In the event that Supplier does not sign back the PO to TeCo Asia and proceed the PO without confirmation from TeCo Asia, TeCo Asia has the right to revoke such PO without incurring any liability to Supplier.
- 供应商应在 7 个工作日内向德皓亚洲确认测试报告的提交日期和交货日期。日期将填写在采购订单中, 并由供应商签名和盖公司章。
- 如果供应商未将订单回簽给德皓亚洲且未经确认继续處理訂單, 则德皓亚洲有权撤销此訂單, 对供应商不承担任何责任。

NPI-4 Complete Product Master Data (PMD) form and Packaging Material BOM 填写产品重要信息表和包装材料清单 (PO date + 7 workdays)

- PMD Form is an important document, it is the fundamental document of the business, it also serves as part of its Technical Construction File (TCF).
- Nedis PM will check and confirm the PMD.
- Compliance Officer and Quality Engineer based on this document to check product compliance and safety requirement.
- **Press to download 按此下载** → [PMD Form](#)
- 产品重要信息表(PMD)是重要文件, 它是业务的基础文档, 也是产品技术结构文件(TCF)的一部分。
- Nedis 产品经理将检查并确认 PMD。
- 合规专员和质量工程师用以确认产品是否合规及符合安全要求。
- 当产品正式被选择或下订单, Nedis 需要所有产品信息。供应商需要填写 PMD 表格和包装材料清单, 并在订

provide them to TeCo Asia within 7 workdays from the PO date.

- Non AC or DC operated products such as passive component, wire adapter/connector, tool, vacuum cleaner bag, batteries, telescopes, car holder, cell phone/tablet cases, photo tripod, etc. it is allowed to use supplier's data sheet to replace PMD.
- For Cable and Connector product, data sheet is required to be submitted instead of the PMD. The followings detail must be described in the cable datasheet:
 1. If PCBA is built in, PCB layout must be clearly shown.
 2. If IC or chipset is built in, the IC model number and brand must be attached.
 3. Description of the main performance parameters, such as maximum resolution 4K or 8K, @60 or @120Hz must be shown.
- Packaging Material BOM – The goal of Nedis is to use as less plastic on packaging as possible or to use more and more forestry materials.
- The Packaging Material BOM form is used to collect the packaging material information and data.
- The excel form will be sent as an attachment of the NPI PO, suppliers are requested to fill in the accurate data and return to Teco Asia within 7 working days.

NPI-5 Compliance Check 安規符合性检查

- Supplier needs to provide the followings to OM before the Test Report Ready Date:
 1. Compliance Sample x 1 PCs
(Critical components and PCBA on the sample must be identical to the EUT on test reports)
 2. Full set of test report
(RoHS, Reach and POPs can be presented 10 workdays before PSI)
- OM will make a compliance check request to CO.

单日确认后的 7 个工作日内提供给 TeCo Asia。

- 非电产品, 如被动组件, 电线匹配器/连接器, 工具, 吸尘机袋, 电池, 望远镜, 车载支架, 手机/平板电脑保护套, 摄影三脚架等豁免 PMD, 供应商可以用产品规格书(data sheet)代替。
- 线材类要提交规格书代替 PMD。以下细节必须在线材规格书中描述:
 1. 如果线材内置 PCBA, 必须清楚地显示底板图和布线图。
 2. 如果内置 IC 或芯片组, 则必须随附 IC 型号和品牌。
 3. 必须显示主要性能参数的说明, 例如最大分辨率 4K 或 8K, @60 或 @120Hz。
- 包装材料清单 – Nedis 的目标是在包装上尽可能少使用塑料或增加使用使用林业材料。
- 包装材料 BOM 表用于收集包装材料信息和数据。
- 包装材料 BOM 表格将作为 NPI PO 的附件发送, 供应商需要填写准确数据并在订单日确认后的 7 个工作日内提供给 TeCo Asia。

- 供应商需要在测试报告提交日期之前向订单组提供以下信息:
 1. 合规样 x 1 台
(样品上的关键组件和 PCBA 必须与测试报告上的 EUT 相同)
 2. 全套测试报告
(RoHS, REACH 和 POPs 可以在 PSI 前 10 个工作日提交)
- 订单组向合规专员提出合规性检查请求。

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- Based on the PMD, compliance sample and test reports, CO will perform compliance check and provide OM the result in pdf within 3 workdays.
- In case compliance check result is negative, supplier needs to take corrective action and resubmit the update test reports ASAP. Any delay will be the responsibility of supplier.
- 根据 PMD, 合规样和测试报告, 合规专员将在 3 个工作日内执行合规性检查并将结果以 pdf 格式提供给订单组。
- 如果合规性检查结果为否, 供应商需要采取纠正措施并尽快重新提交更新测试报告。任何延迟将由供应商负责。

NPI-6 Product Evaluation (PE) Sample Check 产前样检查

- PE Sample - except packing (giftbox, blister) the sample must be identical to the goods in mass production, comes with IM, rating label, batch code(S/N) and flag label on accessories (if mass print isn't ready, IM/ labels print on paper is acceptable, the content should be the same as the final product).
- Pre-Production sample quantities is 2 sets, 1 set will be sent to the Netherlands for Nedis PM's product and order confirmation. The other 1 set is delivered will be handled by TeCo Asia QE for product testing and confirmation.
- QE will perform test and verification as below,
 - Confirm the product and its accessories are identical to the descriptions on the PO and the PMD.
 - Product appearance, circuitry, and key components (transformer, PCBA, built-in battery, speaker, power adapter) are consistent with the test reports
 - Test product related safety features such as insulation, high-pot, temperature rise, IPXX, etc.
 - Test product performance, quality and user experience
 - RoHS XRF Scanning on heavy metal lead, mercury, cadmium and hexavalent chromium
 - Confirm product manual, rating label, batch code (S/N) and flag label on accessories
- Once the QE confirmed that all tests are acceptable, the Order Team will notify the supplier to proceed mass production. It is not recommended to start mass production until the Order Team has confirmed it.
- If the PE sample is unqualified, rectified sample must be resent until it is completely passed. If the
- 产前样 - 除包装 (彩盒, 吸塑) 外, 样品必须同大货一样, 附件齐备, 有说明书, 后铭牌, 追溯码(S/N) 和附件旗型贴纸 (如未印大货接受纸张打印, 内容要跟大货一样)。
- 产前样数量为 2 台, 1 台寄送荷兰由 Nedis 产品经理确认, 1 台交德皓亚洲质量工程师进行产品测试和确认。
- 质量工程师会进行以下产品测试和确认,
 - 确认产品连附件跟订单和 PMD 一致
 - 产品外观, 电路和关键组件 (火牛, 底板, 内置电池, 喇叭, 电源适配器) 跟测试报告一致
 - 测试产品相关安全性能如绝缘, 打高压, 温升, IPXX 等
 - 测试产品性能, 质量和用户体验
 - RoHS XRF 重金属扫描如铅, 汞, 镉和六价铬
 - 确认产品说明书, 后铭牌, 追溯码 (S/N) 和附件旗型贴纸
- 当质量工程师确认全部测试合格, 订单组会通知供应商大货生产。在订单组员未确认前, 不建议开始大货生产。
- 如产前样因某测试不合格, 必须重新送整改样品直至全部通过; 因此而造

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production period is postponed and the PO is not completed on time, the responsibility lies with the supplier.

成生产期延后, 最终订单未能按期完成, 责任在供应商。

NPI-7 Mass Production 大货生产

- Once the QE confirmed that all tests are acceptable, the Order Team will notify the supplier to proceed mass production. It is not recommended to start mass production until the Order Team has confirmed it.
- If the PE sample is unqualified, rectified sample must be resent until it is completely passed. If the production period is postponed and the PO is not completed on time, the responsibility lies with the supplier.
- 当质量工程师确认全部测试合格, 订单组会通知供应商大货生产。在订单组员未确认前, 不建议开始大货生产。
- 如产前样因某测试不合格, 必须重新送整改样品直至全部通过; 因此而造成生产期延后, 最终订单未能按期完成, 责任在供应商。

NPI-8 Compliance Check (part B) 安規符合性检查(if necessary)

- Supplier must provide SM those missing RoHS, Reach and /or POPs test report at least 10 workdays before pre-shipment inspection
- CO will perform compliance check and provide SM the result in pdf within 2 workdays; and pre-shipment inspection can be arranged.
- In case part B test report is not accepted, pre-shipment inspection will be blocked.
- 供应商必须在出货前检验前至少 10 个工作日内向采购经理提供缺少 RoHS, Reach 和/或 POPs 测试报告
- 合规专员将执行合规性检查并在 2 个工作日内将结果以 pdf 格式提供给采购经理; 合格安排出货前检验。
- 如果 B 部分测试报告不接受, 出货前检验将不能进行。

NPI-9 Pre-shipment Inspection(PSI) Request 申请验货排期













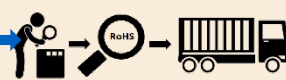
- Supplier needs to inform OM the exact PSI date at least 7 workdays before goods delivery date.
- OM input information to system to create an QC Ticket, PSI will be arranged.
- 供应商需要在交货日期前至少 7 个工作日通知订单组协调员确实的出货前检验日期。
- 订单组协调员在系统输入信息以创建 QC Ticket, 并给予出货前检验排期。

NPI-10 Pre-shipment Inspection/ Golden Sample/RoHS check/ Shipment 验货以至出货

- Pre-shipment Inspection → QC Inspector perform goods inspection in factory.
- Golden Sample → according to OM's request QC pick at least 3 golden samples (including RoHS sample) from inspection batch and courier to TeCo Asia Shenzhen office.
- RoHS check → RoHS samples sent to HQTS laboratory (Ningbo) for testing. RoHS check result will be provided the next workday.
- When RoHS result is passed, OM will inform supplier to ship the goods.
- If the RoHS result is failed, supplier needs to rework and arrange for re-inspection.
- 出货前检验 → 检验员在工厂进行验货。
- 金样 → 根据订单组协调员指示, 验货员从大货中抽至少 3 台金样 (含 RoHS 样), 并快递到德皓亚洲深圳办事处。
- RoHS 检查 → RoHS 样品寄到 HQTS 实验室(宁波)进行测试。RoHS 检查结果会第二个工作日发出。
- 当 RoHS 结果为合格时, 订单组协调员将通知供应商发货。
- 如果结果不合格, 供应商需要返工并安排重新验货。

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3.03 Repeat Order Flow 返单流程图

Flow	TeCo Asia Contact	Name of steps	Supplier	Timeline (workday)
Reorder -1	OM	PO Issued 		Day 1
Reorder -1.1	OM	Confirm Goods Delivery Date and Test Reports Ready Date 	 	Complete within 5 workdays after receiving the PO
Reorder -1.2	OM	Compliance Check 		Present before the Test Report Ready Date agreed by supplier
Reorder -2	OM	MP Release 		
Reorder -3	OM	Pre-shipment Inspection(PSI) Date 		At least 10 workdays before Goods Delivery Date agreed by supplier
Reorder -4	OM	PSI/ RoHS Check/ Shipment 		PO Delivery Date achieved

Reorder-1 PO Release 产生订单

- When TeCo Asia received purchasing instructions from Nedis, Order Team will release the PO via email.
- 当德皓亚洲收到 Nedis 的购买指示时, 订购组将通过电子邮件发出采购订单。

Reorder-1.1 Confirm PO Goods Delivery Date 确认订单完成日期 (PO date + 7 workdays)

Confirm Test Report Date (if necessary) 确认测试报告提交日期(如需要)

- The Supplier shall confirm to TeCo Asia Goods Delivery Date within 7 workdays.
- 供应商应在 5 个工作日内向德皓亚洲确认交货日期。
- If update test report is needed, the Supplier shall also confirm the Test Reports Ready Date.
- 如果需要更新测试报告, 供应商还应确认测试报告的提交日期。
- The dates will be filled in the PO and signed and chopped by the supplier.
- 日期将填写在采购订单中, 并由供应商签名和盖公司章。

Reorder-1.2 Compliance Check 安規符合性检查 (if necessary)

- Supplier needs to provide the required updated test report to OM before the Test Report Ready Date.
- 供应商需要在测试报告提交日期之前向订单组协调员提供所需的更新测试报告。
- OM will make a compliance check request to CO.
- 订单组协调员将向合规专员提出合规性检查请求。

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- CO will perform compliance check and provide OM the result in pdf within 3 workdays.
- In case compliance check result is negative, supplier needs to take corrective action and resubmit the updated test reports ASAP. Any delay will be the responsibility of supplier.
- 合规专员将在 3 个工作日内执行合规性检查并将结果以 pdf 格式提供给订单组协调员。
- 如果合规性检查结果为否, 供应商需要采取纠正措施并尽快重新提交更新测试报告。任何延迟将由供应商负责。

Reorder-2 Mass Production 大货生产

- Repeat order does not need to wait for the CO compliance confirmation before mass production, only need to provide update compliance test report before the PSI date.
- 返单不需要待合规专员安规检查完了才可以进行批量生产, 只需要在验货日期前提供合规的更新报告即可。

Reorder-3 PSI Request 申请验货排期

- Supplier needs to inform OM the exact PSI date at least 10 workdays before goods delivery date.
- OM input information to system to create an QC Ticket, PSI will be arranged.
- 供应商需要在交货日期前至少 10 个工作通知订单组协调员确实的出货前检验日期。
- 订单组协调员在系统输入信息以创建 QC Ticket, 并给予出货前检验排期。

Reorder-4 PSI/ Golden Sample/RoHS check/ Shipment 验货以至出货

- PSI → QC Inspector perform goods inspection in factory.
- RoHS check → QC also pick RoHS sample from inspection batch and courier to 3rd party lab (HQTS Ningbo).
- RoHS check result will be provided the next workday.
- When RoHS result is passed, OM will inform supplier to ship the goods.
- If the result is failed, the supplier needs to rework and arrange for re-inspection.
- 出货前检验 → 检验员在工厂进行验货。
- RoHS 检查 → 验货员从大货中抽 RoHS 样品, 并快递到第三方实验室 (HQTS 宁波)。
- 第二个工作日会有 RoHS 检查结果。
- 当 RoHS 结果为合格时, 订单组协调员将通知供应商发货。
- 如果结果不合格, 供应商需要返工并安排重新验货。

IV. Production Notes 生产注意事项

4.1 Home appliances table temperature 家用电器餐桌表面温度

- For household appliances with hot bottoms, such as table grills, BBQ or teppanyaki, a proper distance of about 7mm must be maintained from the table surface to avoid burns or damage to the table.
- During NPI PE sample check, QE will conduct table surface temperature test.
- If the sample temperature is too high, it will be counted as a REJECT.
- 对于底部发热的家用电器，例如餐桌烤盘, BBQ 或铁板烧，必须与餐桌表面保持 7mm 左右的适当距离, 以免导致使用者受烫伤或损坏餐桌。
- 在 NPI PE 样品检查中，QE 将进行桌面温度测试。
- 如果样品产生的桌面温度测试太高，将被视为 REJECT。



4.2 Bluetooth device name 蓝牙装置名称

- For Bluetooth products, the Bluetooth device name must be consistent with the Nedis product model and confirmed by Nedis PM before mass production.
- 蓝芽产品, 蓝牙装置名称必须跟 Nedis 产品型号一致并由 Nedis 产品经理确认, 才可以大货生产。

4.3 Product Firmware 产品韧体

- Supplier must ensure that firmware is applicable to all EU countries.
- If the firmware is displayed on screen, all descriptions must be neutral or only Nedis name can be shown. No display in other company names and/or logos is allowed.
- Firmware must be confirmed by Nedis PM before mass production
- Modification and or upgrade of firmware must be confirmed by Nedis PM.
- 供应商必须确保产品韧体适用于欧盟各个国家。
- 如果韧体有在屏显示，所有描述必须是中性, 除了 Nedis 不会显示其他公司名称或商标。
- 产品韧体必须获得 Nedis 产品经理确认, 才可以大货生产。
- 必须获得 Nedis 产品经理确认, 才允许修改或升级。

4.4 App 应用

- Product to be operated with an App, the App can be downloaded in the iOS App Store and Google Play Store and works properly before inspection.
- The App must be neutral or only Nedis name can be shown. No display in other company names and/or logos is allowed.
- Supplier is responsible for ensuring that the App can still be downloaded and used after iOS and Android OS are upgraded.
- 产品附有 App 应用, 该 App 必须在验货前在 iOS App Store 和 Google Play 正常下载和使用。
- App 应用所有描述必须是中性, 除了 Nedis 不会显示其他公司名称或商标。
- 供应商有责任确保该 App 在 iOS 和 Android 系统升级后仍可以正常下载和使用。

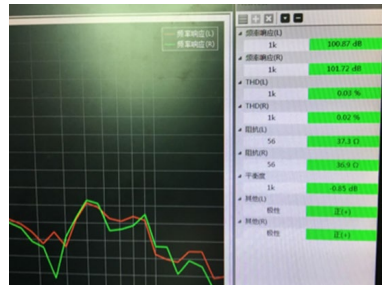
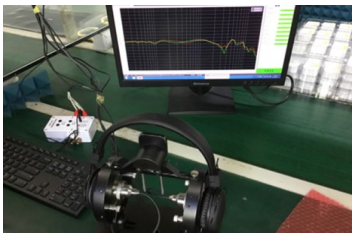
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4.5 Tuya module Nedis PID and Device ID 涂鸦模块 Nedis PID 和设备 ID

- For all smart products built-in with Tuya module, before submitting PE samples to Teco Asia, supplier must ensure that the Nedis PID has been registered on the Tuya platform, and the device ID can be found in the Tuya platform Nedis account.
- If QE cannot find the PID in the Nedis account, the sample will be judged as REJECT.
- 对于所有内置了涂鸦模块的智能产品，供应商在向 Teco Asia 提供 PE 样品之前，供应商必须确保 Nedis PID 已经被注册在涂鸦平台上；并且该产品的设备 ID 应当可以在涂鸦平台的 Nedis 账户中找到。
- 如果 QE 检验智能产品时，无法在 Nedis 账户中找到 PID, 则样品将被判定为 REJECT.

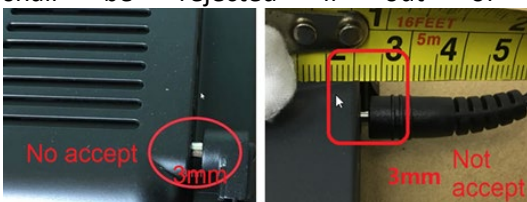
4.6 Headphones and earphones 頭帶耳机和耳塞型耳机

- Headphones and earphones sound pressure test, it covers Nedis branded products and other private brands like SMU/Marque-U!
-Sound pressure, limit range: 96db ± 3db @1KHz
-Channel difference, Left to Right ≤ +/- 3db@1KHz
- In pre-shipment inspection of headphones and earphones, QC will take samples to test the sound pressure and the channel difference; Inspection shall be rejected if the test result was out of limit.
- 頭帶耳机和耳塞型耳机声压测试，涵盖 Nedis 品牌产品和 SMU/Marque-U 等其他自有品牌！
-声压, 极限范围: 96db ± 3db @1KHz
-通道差异,从左到右 ≤ +/- 3db@1KHz
- 在耳机出货前检验中, QC 会抽取样品测试声压和声道差异。超出限制的产品将被退货。



4.7 Distance between AC/DC adapter DC plug and product 电源适配器 DC 插頭與產品距離

- The exposed metal end of the plug should not be more than 1mm outside the product. Inspection shall be rejected if out of limit.
- 插头金属端外露于产品外最多不超过 1mm。超标整批退货。



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4.8 Distance between cable plug and product 线材插头与产品距离

- The metal end of the cable plug should not exceed 1mm outside the product. Inspection shall be rejected if out of limit.
- 线材插头金属端外露于产品外最多不超过 1mm。超标整批退货。



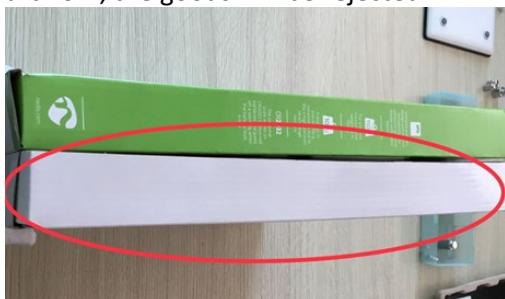
4.9 Indoor logo on giftbox and rating label 彩盒和後銘牌的室内标志

- The indoor logo on giftbox have been made redundant, it is only allowed printing on rating label. Supplier needs to check the current printing artwork and remove them.
- It will be checked during QC inspection, and rework is needed if indoor logo is found on giftbox.
- 彩盒上室内标志已被淘汰, 只允许印在后铭牌上。供应商请检查现有图档, 如有室内标志请除去。有问题联系订单组。
- QC 驗貨時會檢查, 如果发现彩盒有室内标志, 需要返工。



4.10 Check giftbox design 核对彩盒设计

- Except the bottom part of the giftbox, the artwork of Nedis giftbox must be shown on all 5 sides, and no blanks will be left. Suppliers should check it by themselves. If the designs do not match the artwork, the goods will be rejected.
- Nedis 彩盒, 除底部外, 其他 5 面肯定有设计稿, 不会留白, 供应商要自己核对, 跟设计稿不符, 有差异会被退货。



4.11 Food contact logo on food contact products 食物接触标识

- For food contact related products, the giftbox must have a food contact logo, and the instruction manual must have the warning "clean before use", which must be included in all national translations.
- For existing printing artwork, suppliers need to check themselves if the logo and warning are presents, any question contact order team.
- 食物接触有关的产品, 彩盒上必须有食物接触标识, 同时说明书要有警告语"使用前清洁", 所有国家翻译中都必须有。
- 对于现有的印刷图档, 供应商需要自行检查是否有该标识和警告, 如有任何问题, 请联系订单组。



4.12 Printed artwork and product verification 印刷图档与产品核对

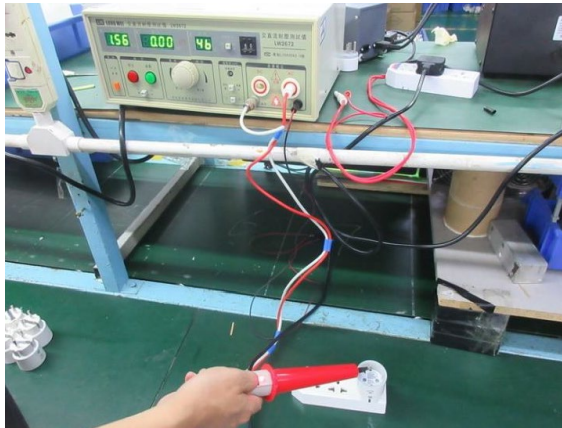
- The product photos in the artwork must be the same as the real product, and the brand on the product photo must be Nedis or the corresponding customer brand.
- The functions and specifications listed in the artwork must be the same as the actual functions.
- Suppliers need to check themselves, any question contact order team.
- 图档内产品相片要跟实物一样, 相片上产品品牌必须是 Nedis 或相应的客户品牌
- 图档上所列功能和规格与实物功能要一样。
- 供应商需要自行检查, 如有任何问题, 请联系订单组。



4.13 Hi-Pot test production record 耐压测试生产记录

- AC230V product, Hi-pot test must be 100% conducted on finished product. When inspection, the relevant Hi-pot production record must be presented to QC.
- QC also take Hi-pot full check on AQL samples. Fail sample will be counted as critical defect and inspection will be rejected.
- Suppliers need to prepare the test equipment for QC to conduct the test. No equipment will be deemed to have failed the inspection.
- AC230V 产品, 工厂必须对成品 100% 进行耐压测试。驗貨时, 工厂要将相关的耐压测试生产记录提交给 QC。
- QC 同时对 AQL 样本进行耐压测试全面检查。不合格样品将被视为严重缺陷, 会被退货。
- 工厂需要准备耐压测试设备供 QC 进行测试, 没有设备将被视为未通过检查, 会被退货。

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4.14 Harmful substances SCCP, PAH, PAEs, Plasticizing 有害物质短链氯化石蜡, 多环芳烃, 邻苯, 塑化剂

- If the exposed soft plastic material of the product is in direct or prolonged contact with the skin, the supplier must provide a laboratory test report to prove that the product does not contain the following harmful substances:
- SCCP (Short-chain chlorinated paraffins - groups C10-C13)
- PAH Polycyclic aromatic hydrocarbons
- Phthalates
- Plasticizing
- 如果产品外露的软塑材料与皮肤直接或长时间接触, 供应商必须提供实验室检测报告, 证明产品不含以下有害物质:
- 短链氯化石蜡(SCCP C10-C13 组)
- 多环芳烃
- 邻苯
- 塑化剂

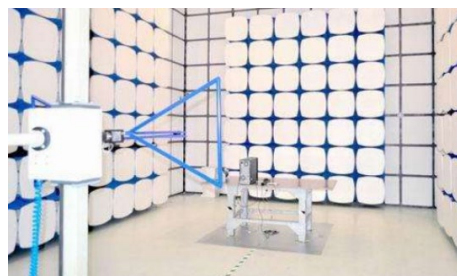


4.15 Complies with Radio and electromagnetic wave compatibility testing - EMC, EMF, RF

无线电及电磁波兼容性测试- EMC, EMF, RF 符合性

- EU market surveillance attaches great importance to the electromagnetic wave compatibility of electrical equipment, whether it is wired or wireless products. Compliance with EMC, EMF and RF are the key part of market surveillance test.
- Products that exceed the standard or violate regulations will be recalled from the market. Supplier shall take full responsibility to that kind of problems.
- 欧盟市场监管非常重视电气设备的电磁波兼容性, 无论是无线还是有线产品, 符合 EMC, EMF, RF 是市场抽查的关键测试部分。
- 超标或违规的产品将被市场召回。供应商对此类问题承担全部责任。

- Suppliers must take care and ensure that products comply with all electromagnetic wave compatibility tests which is consistent with the results on the laboratory test reports.
- 供应商必须注意并确保产品符合所有电磁波兼容性测试, 与实验室报告的测试结果一致。



4.16 Audio products ErP test 音频产品节能功能测试

- In NPI PE sample check, whether wired or wireless audio products with line input, generally identified as AUX, AUX-IN, LINE, LINE-IN, or wireless input such as Bluetooth, WiFi, must conduct the following tests:
- In the playback state of the product, when the audio source stops input, the product will automatically shut down after a period of time (around 10 mins) or switch to standby.
- If the product doesn't have this automatic stop function, it will be counted as REJECT!
- 在 NPI PE 样品检查, 无论是有线或无线音频产品, 设有 AUX, AUX-IN, LINE, LINE-IN, 还是无线输入蓝牙, WiFi 等, 都必须进行以下测试:
- 在产品播放状态下, 当音源停止输入时, 产品会在一段时间 (约 10 分钟) 后自动关机或切换到待机状态.
- 如果产品没有此自动关机或切换到待机功能, 将被视为 REJECT!

4.17 Schuko socket Dutch 400g cold test 荷兰 400g 冷测试

- Regarding the products equipped with Schuko CEE 7/3,4 socket.
- 关于配备 Schuko CEE 7/3,4 插座的产品。





- Because Nedis is a Dutch company we always required the Dutch standard for the wall sockets.
 - So specially we check for:
The VDE Standard - DIN VDE 0620-2-1:2021 clause 9 and 22.2 and also
The Dutch Standard - IEC 60884-1:2022 /NEN 1020:2019 clause 9 and 22.2
 - For many other countries VDE is sufficient, but not for all countries. The reason is that there is no unified standard for socket requirements.
 - So for all power strips and smart plugs, regardless of FSR, PE sample, NPI and or repeat order QC inspection, the schuko socket must pass the socket 400g cold test.
- 由于 Nedis 是一家荷兰公司，因此我们始终要求插头和墙壁插座符合荷兰标准。
 - 所以我们特别检查：
VDE 标准 - DIN VDE 0620-2-1:2021 第 9 条和 22.2 以及
荷兰标准 - IEC 60884-1:2022 /NEN 1020:2019 第 9 条和 22.2
 - 对于许多其他国家来说，VDE 就足够了，但并不适合所有国家。原因是插座的要求没有统一的标准。
 - 因此，对于所有插排和智能插头，无论 FSR、PE 样品、NPI 还是返单 QC 检验，schuko 插座都必须通过插座 400g 冷测试。

4.18 Danish test for Schuko power plugs 德规 Schuko 插头丹麦标准测试

- Denmark has its own power plug and socket standards, but it also accepts the Schuko plugs if they comply with the Danish standard DS 60884-2-D1:2017 (Clauses examined: Clauses 9 to 14, 26, 27, 16.1, 24, 25.1, 28.1.1)
 - Teco Asia quality team will conduct the test in Teco Asia office.
 - Only the products that pass the test can be sold to Denmark.
- 丹麦有自己的电源插头和插座标准，但它也接受符合丹麦标准 DS 60884-2-D1:2017（检查的条款：第 9 至 14 条，第 26 条，第 27 条，第 16.1 条，第 24 条，第 25.1 条，第 28.1.1 条）的 Schuko 插头和插座。
 - Teco Asia 质量团队将在 Teco Asia 办公室进行测试。
 - 只有通过测试的产品才能销售到丹麦。

V. Pre-shipment Inspection 验货

5.1 Quality General Conditions 质检通则

- All TeCo Asia orders require Pre-shipment inspection unless the exemption notice is received from the OM.
- Supplier is ultimately responsible of the product quality, the quality inspection performed by TeCo Asia does not provide indemnification to the Supplier in respect of product defects.
- Inspection standard, ISO2859-1, AQL normal inspection Level II, critical 0, major 1.0, minor 2.5.
- Official inspection result will be given to Suppliers by Order Team only.
- 除非收到订单组协调员的豁免通知, 否则所有德皓亚洲 订单都需要进行出货前检验。。
- 供应商对其产品质量负最终责任, 德皓亚洲对产品所做的出货检验不能作为供应商就产品缺陷免责的理由。
- 验货标准, ISO2859-1, AQL normal inspection Level II, critical 0, major 1.0, minor 2.5。
- 正式验货结果只会由德皓亚洲订单组确认给供应商。

5.2 Schedule for Pre-shipment Inspection 出货检验预约

- Suppliers should only request for Pre-shipment inspection when production of the PO as well as the internal quality check have been fully completed.
- PO Completion means full quantity of product, have been packed in outer cartons and ready for shipment.
- When there are a lot of different products within the PO, Suppliers should apply for inspection as soon as 15 to 20 products are fully produced, instead of waiting for the entire PO to be produced. Capacity of QA Inspector per day is about 8 to 12 items.
- QA Supervisor will contact Supplier counterparts' people before inspection, reconfirming inspection schedule, Supplier contact people and status of finished goods; and final confirm inspection date.
- TeCo Asia will use 3rd party inspection agent to perform pre-shipment inspection on certain items, TeCo Asia will be responsible to fix schedule with inspection agent. Once schedule confirmed inspection agent will contact Supplier counterparts' people before inspection. Any question whilst inspection Supplier can communicate with QA Supervisors accordingly.
- 供应商应于某订单完成生产, 并且其内部自检亦完成之后, 方可以通知德皓亚洲安排对该货物的验货。
- 订单完成意思是产品已全数装入外箱, 随时可以装运出货。
- 当订单的产品型号相当多时, 供应商应在完成 15 至 20 款产品之后, 即可先申请验货, 而不应等完成一个订单里所有产品之后方才提出验货申请。验货员每天线材类数量约为 8 至 12 款。
- 验货前验货主管将与供应商对应人员联系确认具体验货时间, 验货员以及初步了解产品完成状况, 进行安排验货。
- 有部分产品德皓亚洲会请第三方验货公司验货, 德皓亚洲会按供应商需求与验货公司确认验货时间。验货安排落实后验货公司人员会联系供应商对应窗口, 若在验货过程异议时可随时联系验货主管进行沟通协调。

5.3 Preparation for Pre-shipment inspection 验货准备工作

- Suppliers should provide adequate working space and suitable working environment for QA Inspector
- 供应商应提供足够的工作空间和合适的工作环境给验货员执行验货任

perform inspection tasks. Basic environmental: light at least 1200Lux, temperature 15°C to 28°C.

- Suppliers are required to prepare at least 2 sets of equipment and fixtures for inspection, such as: measuring tape, calipers, barcode scanners, electronic scales and other basic tools. Electronic product Suppliers should provide required testing tools based on the product parameters, which may include multi-meter, high voltage leak test equipment, jigs, fixtures, etc.
- At the time of inspection, the supplier must prepare equipment for functional or performance testing of related products:
 - Such as mobile phone accessories protective film and protective cases, to provide the relevant mobile phones or dummy machines.
 - Such as DAB, FM, Wi-Fi, Internet radio must have corresponding signals and network coverage.
 - Such as the network cable has a corresponding Fluke Tester.
 - Such as 4K or 8K video cable should have corresponding 4K / 8K TV and video.
- If products are packed or built-in with batteries (button cell or dry battery), Suppliers are requested to provide certified document of batteries expiry date for inspector record.
- Upon confirmation of the inspection date, Suppliers are required to store finished goods in complete carton packing in the designated inspection area for inspection and prepare the related quantity and inspection documents for reference.

5.4 On-site Pre-shipment inspection 验货现场

- When the inspector arrives at the factory, the goods must be 100% finished and fully loaded into the outer box. The outer box labeling and outer box number identification are completed, and they can be shipped at any time.
- To save Supplier's blister packaging material, for products with ultra - sound welding blister packing, accept 80% fully packed in carton, and rest 20% finished packing but just blister did not weld. Whilst inspection, not more than 10 PCs blister will be opened for each item.

务。基本环境：灯光在 1200 Lux (流明)或以上，温度在 15°C-28°C。

- 供应商应准备好至少 2 套以上检验产品所需的各类设备跟治具，例如：卷尺、卡尺、扫描枪、电子秤等基本工具。电子类产品供应商，请依照测试产品参数提供所需工具，例如：万用表、高压漏电测试仪器、夹具、治具等。
- 在验货时供应商必须准备有设备供相关产品功能或性能测试：
 - 如手机配件如保护膜，保护壳，要提供相关手机或假机。
 - 如 DAB, FM, Wi-Fi, 互联网收音机要有相应信号，网络覆盖。
 - 如网线要有相应的 Fluke Tester。
 - 如 4K 或 8K 视频线要有相应的 4K / 8K 电视和视频。
- 如产品内附或内置干电池，钮扣电池，供应商要准备电池有效期证明供查阅纪录。
- 确认验货时间后，供应商应将待验货物齐箱包装好，放在待验区，并准备好此批产品相关的数量及自检报告等备查。

- 验货员到达工厂时，货品必须 100% 生产完成，全数装入外箱，外箱标贴和外箱号标识完成，随时可以装运出货。

- 为了减少浪费供应商吸塑物料，凡属于吸塑高周波封装产品，容许包装完成至少 80%，封好箱，其余 20% 要包装完成而没做高周波封装。验货时拆验吸塑每款产品会少于 10 个。

- Upon arrival of QA inspector, Supplier shall station a Quality Supervisor or relevant people on site, to address inspection arrangement, and help to solve emerging issues, stay until inspection process is finished.
- Whilst inspection, Suppliers shall arrange at least 2 workers on site to assist opening boxes, removing packaging, as well as repackaging the products finished inspection. When large number of different products are required for inspection, Supplier should send additional personnel to ensure the inspection is carried out efficiently to facilitate the shipping arrangements.
- 验货员到达验货场地时，现场应有一位品检主管，协助信息交换，具体验货安排，同时解决临时发生的问题，直至验货作业完成。
- 验货作业，请供应商安排至少 2 位工作人员在现场协助开箱，拆包装，已检验抽检产品包装入箱等作业。验货产品款数多时请加派人员协助，以确保现场品检作业效率，尽早完成验货工作，以利供应商后续出货安排。

5.5 Abortive inspection and Re-inspection 空跑及重验

- Abortive inspection – Once inspection schedule is fixed, Suppliers should ensure 100% finished goods packed in carton is ready for inspection. If carton quantity is less than 80% after inspector arrived at the site, it will be counted as abortive inspection.
- If Supplier cannot complete product on time, TeCo Asia Order Coordinator must be notified to reschedule inspection at least two days prior to the agreed inspection date, otherwise it will also be counted as abortive inspection.
- Abortive inspection will be treated as reject result and re-inspection fee will be charged.
- If re-inspection is required due to AQL reject, or other serious defects of the Supplier product, TeCo Asia will charge the re-inspection fee as per table 2.6 and deduct from the payment to the Supplier.
- Abortive inspection, AQL reject or re-inspection will be a negative assessment to be input to TeCo Asia system Supplier management record.
- 空跑 - 供应商落实验货日期安排后，必须确保产品在德皓亚洲验货人员到达前已经完成所有数量，若按箱数算，齐箱少于订单量 80%即算空跑。
- 若因故未能按时完成时，请务必于预定验货日期前两天，与订单组联系重新安排验货时间，否则算空跑。
- 空跑将被判 **Reject** 结果并收取重验费。
- 重验 - 如果供应商产品存在 AQL 缺陷超标而导致重验，德皓亚洲将按附表 2.6 收取重验费，并于货款中扣除。
- 空跑，退货，重验会作为负面评价录入德皓亚洲供应商系统档案。

5.6 RoHS test on shipment 出货 RoHS 测试

- Starting from January 2016, it is mandatory to perform RoHS test for RoHS compliance products on each shipment. Inspectors will pick at least 1 sample from inspection batch, send to 3rd party lab (HQTS Ningbo) the same day. Test result will be
- 2016 年一月开始，所有 RoHS 合规货品都要通过德皓亚洲深圳办公室 RoHS 测试。验货员会在大货抽取最少每款一台样品，当天快递第三方实

given to order coordinator and Supplier the next working day.

- Shipment will be released once RoHS test is a PASS.
- Shipment will be blocked if RoHS test is a FAIL. Rework, retest, and re-inspection are required.
- RoHS compliance product – products comply with electrical (DC/AC) function, like home appliances, digital AV. Products or component conduct electronic signal, like patch cable, AC cable, data cable, plug and connector.
- Non-RoHS compliance product - products don't comply with electrical function and products don't conduct electronic signal, such as tool, binoculars, car holder, vacuum bags, disc cleaning kit, phone/tablet case, photography tripod, plastic spare parts, computer bags, etc. (Note - These products must be packed and sold individually, if it serves as an accessory of an electrical product, it still need to pass RoHS test)

验室（HQTS 宁波）测试，结果会在第二个工作日发出。

- RoHS 测试合格可以出货。
- RoHS 测试不合格不可以出货。整批货要重工，重测，重验。
- 需要测试 RoHS 货品 - 通电(直流或交流电)的产品，如家电，数码产品. 传输电信号产品和配件，如网线，音视频线，数据线和插头配件，电阻，电容等。
- 不需要测试 RoHS 货品 - 非通电和非传输电信号产品，如工具，望远镜，车载支架，吸尘袋，光盘清洁套装，手机/平板电脑保护套，摄影三脚架，塑胶固件，电脑包等。(注意 - 这些产品必须是独立包装销售，如果是某电器产品内附配件仍然需要通过 RoHS 测试)

5.7 Business Ethics 道德操守

- Supplier is strictly prohibited from providing product samples other than those requested with company official email, as well as offering cash for various services to the TeCo Asia staff. If the resulting inspection result is inconsistent with the facts, Supplier shall assume all legal risks at the same time TeCo Asia will reserve the right of legal recourse.
- Supplier can reach TeCo Asia management by sending message to the mailbox. help@tecoasia.com
- 严禁供应商提供非我司正式邮件通知之产品、样品、及以各种名义收取的现金给德皓亚洲员工。若因此而导致验货结果与事实不符时，贵司将承担所有法律风险同时德皓亚洲将保留法律追诉权。
- 供应商可以通过向邮箱发送消息来联系德皓亚洲管理层。help@tecoasia.com

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VI. Packaging 产品包装

6.1 General Requirements 包装基本要求

- No pesticide or gas spray is allowed either in the product gift box, inner box, outer box, or container.
- Use only transparent tape to close the boxes, no printed tape or tape with logo are allowed. No strapping material is allowed.
- To close boxes by transparent tape, only accepts the way shows on below picture.
- 产品包装，内箱，外箱及集装箱内都禁止使用杀虫剂或是喷雾剂。
- 只可以用透明胶带封箱，透明胶带上不能印有印刷的字样或标注，纸箱外不允许使用任何捆扎带子。
- 透明胶带封箱方式只接受如下图。



- Stop using plastic packaging, the following plastic material are prohibited:
- 排除塑化包装物料，下面禁用的塑胶包装物料：

Filling plastic bag 填充用塑膠袋



strapping tape 打包帶



bubble bag 泡泡袋



plastic cable tie 塑料扎线带



polyfoam 保丽龙



plastic euro lock 塑料飞机孔



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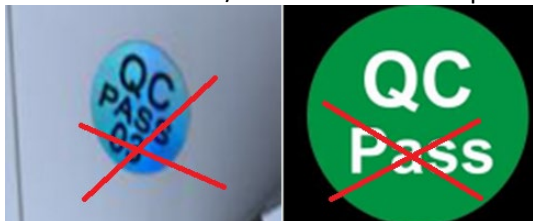
- All packaging materials made of plastic such as Eurohook, foam, pearl wool, blister trays and cable ties, it is recommended that suppliers add the correct recycling code themselves.

For example:

Added recycling code on polyfoam. 保丽龙刻上分类标志 PS 06



- In long term, we recommend that suppliers switch to paper-based materials. Suppliers can contact SM to discuss improvements.
- Internal and/or external factory indication stickers such as QC PASS, Product Code, RoHS and REACH compliant labels are not permitted on the interior and/or exterior of Nedis products.



- 所有由塑料制成的包装材料，如欧洲挂头、泡沫、珍珠綿、吸塑托盘和电缆扎带，建议供应商自行添加正确的回收代码。

For example:

Blister tray added recycling code. 吸塑盘刻上分类标志 PP 05



- 从长远来看，我们建议供应商改用纸质材料。供应商可以联系 SM 商讨改进。
- Nedis 产品的内部或外部不允许贴上工厂内部贴纸，例如 QC PASS，产品代码，RoHS 符合 和 REACH 符合的贴用纸。



6.2 Outer Carton Box 外箱要求

- The quality of the outer carton must be guaranteed for handling and storage of the goods through the complete supply chain (from manufacturer → shipment → importer warehouse → end customers). Pressure on the boxes (either from inside or outside) may not cause crushed or expanding carton boxes.
- TeCo Asia requires the Supplier to meet the following minimum standards for outer carton. 5-Ply Double Wall Paper Packing Carton Box, outer linerboard grade A paper 150 gsm, second

- 外箱的质量必须保证能在整个供应链(从制造商→装运→进口商仓库→最终客户)过程中保护并储存货物。无论是内部或是外部的压力都不应导致外箱被压坏或是使箱子胀开。
- 德皓亚洲会要求供应商符合以下最低标准的外箱。5层双墙纸包装纸箱，外箱板 A 级 纸 150 gsm，第二层 B 级瓦楞纸

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layer of corrugated grade B paper with 3mm flute thickness, third layer of grade B paper 140 gsm, fourth layer of corrugated grade B paper with 3mm flute thickness, and fifth layer of grade B paper 140 gsm.

厚度 3 毫米, 第三层 B 级纸 140 gsm, 第四层 B 级瓦楞纸厚度 3 毫米, 第五层的 B 级纸 140 gsm。

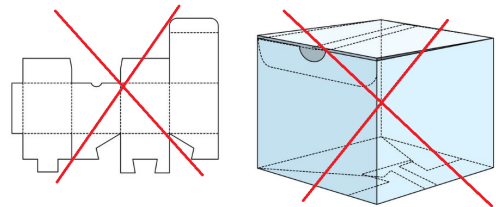
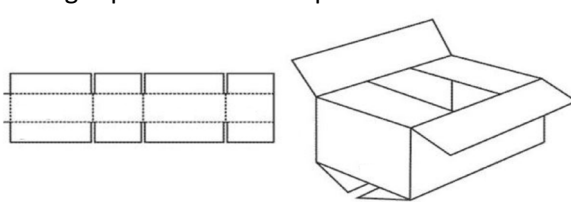
- Outer box measurements should meet the following requirements, exceptions must require the approval from TeCo Asia before production. The maximum size of an outer box is 59 cm (length) x 39 cm (width) x 40 cm (height). The approved measurements are following:
 Length: 59, 39, 29, 19 cm
 Width: 39, 29, 19, 9 cm
 Height: 40, 30, 20, 15 cm

- 外箱的尺寸必须符合以下要求, 如不能符合的必须在生产开始之前取得德皓亚洲的批准。外箱尺寸的最大上限为 59 厘米(长) 39 厘米(宽) 40 厘米(高), 可以选择的长/宽/高尺寸为:
 长: 59, 39, 29, 19 厘米
 宽: 39, 29, 19, 9 厘米
 高: 40, 30, 20, 15 厘米

- Outer boxes need to be filled completely with the inner boxes, no air or filling material is allowed. And due to the European regulations, the weight of each box must not exceed 25 kg.
- Export carton die cut must be like the left photo, the right photo is not accepted.

- 所用的内箱必须要把整个外箱填满, 不可以有空隙也不可以使用填充材料。另外, 根据欧盟的标准, 外箱毛重上限为 25 千克。

- 外箱外型裁切要跟下左图一样, 右图不接受。



6.3 Outer Carton Shipping Label 外箱贴纸

外箱贴纸: 不干胶铜板纸, 每箱贴4张, 每面1张, 打★信息按订单和产品填写

PIU NO.	2111010005	★	QTY	40 pcs
Art. NO.	WCHAC242ABK	★		
Product EAN	5412810330034	★	C/No:	1-20
Packaging Concept	N/A			
Inner box quantity	4 x 10 pcs	★		
N.W.	4.9 KGS	★		
G.W.	5.6 KGS	★		
Meas.	46.5W x 33.5D x 25Hcm	★		
Description			Outer Carton Barcode	
Nedis Wall Charger ★ 1x 2.4 A Number of outputs: 1 USB-A USB Type-C™ (Loose) Cable 1.00 m 12 W Single Voltage Output Country of Origin: China ★				



- Added outer carton barcode (EAN), starting October 2021, on all purchase orders (unless otherwise stated) issued for Nedis branded products, whether new or repeat orders, Nedis

- 增加外箱条形码(EAN), 2021 年 10 月 开始, 发出的所有 Nedis 品牌产品的采购订单 (除非另有说明), 无论是新产品还是重复订单, Nedis

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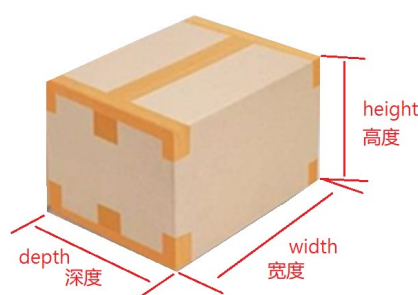
requires suppliers to print a product barcode on outer carton.

- The corresponding EAN numbers for each model are displayed on the PO, and supplier shall print these barcodes on the carton label accordingly.
- The barcode must be scannable, and Teco Asia QC will check it during the pre-shipment inspection.
- The carton measurements must be in the format of W x D x H. (width, depth, height)

Meas.	46.5W x 33.5D x 25Hcm
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要求供应商在外纸箱上（如适用）打印产品条形码。

- 每个型号对应的 EAN 编号会显示在采购订单上, 供应商需要相应地将这些条码打印在纸箱标签上。
- 条码必须是可扫描的, Teco Asia QC 将在验货时进行检查。
- 纸箱尺寸必须采用 W x D x H 格式。(宽度, 深度, 高度)



- All required information's within Carton Shipping Label should be printed (text in black, font type Arial, font size 11) on a white sticker with permanent glue. The dimensions of the label for the outer box are 15 cm (length) x 10 cm (height). The outer box mark placed on **ALL FOUR SIDES** of each box, and the location should always be on the upper right corner of the box (attached an example). Please note that handwritten labels are not accepted by TeCo Asia.
- Carton Number - Carton number on Shipping Label must be printed or stamped, handwriting is not accepted.
- All the details of the Shipping Label must be provided. In case multiple products are packed in the same outer box, all the related Article Number, its quantity and descriptions should be listed on the Shipping Label.

- 外箱贴纸应是白底不干胶标签, 贴纸内所有信息应为印刷字体 (文本黑色, Arial 字体, 大小 11)。贴纸外框尺寸为 15 厘米 (长度) x 10 厘米 (高度)。外箱贴纸需要贴在外箱的 **4 个侧面** 的右上角。请注意, 手写的外箱贴纸不接受。

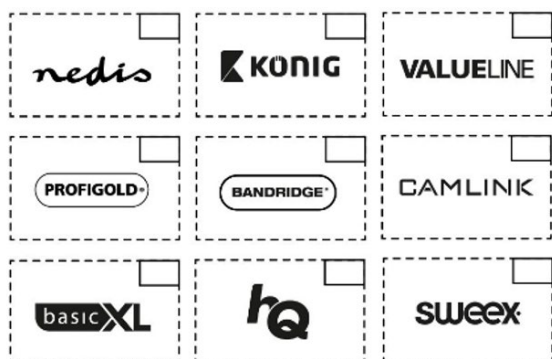
- 外箱箱号 - 箱号必须是打印或印章, 不接受手写。
- 外箱贴纸中所有的细节都必须提供。如果同一个外箱内含有多个产品, 应在外箱贴纸中列出所有相关的产品编号, 其数量和描述。

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- Following four Handle Care Marks should be printed on two sides of the outer carton box. The maximum size of each symbol should be 8 cm x 8 cm.
- 以下四种处理标志应印在外箱的两面。每个符号的最大大小应该是 8 厘米 x 8 厘米。



- Brand logo is required to be printed on front and rear faces of the outer box. Currently Nedis have many brands as below image, use only the brand logo which is same as per the packaging (giftbox, blister color card) artwork provided.
- 外箱的正背两面需要印有品牌标志。Nedis 现有很有品牌，要选用所提供的包装(彩盒，吸塑彩卡)图檔一样的品牌标志。



6.3.1 Outer carton lithium battery label 外箱锂电池贴纸

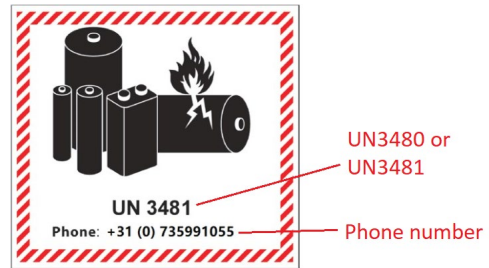
- When the product has a lithium battery or the product is a lithium battery, regardless of battery size and/or capacity, the lithium battery label must be pasted on the export carton.
- This label is only applicable for lithium battery/batteries, other type of batteries such as alkaline, carbon-zinc, silver oxide, zinc-air batteries are not required.
- Label position, 1x label is pasted on the upper left corner of the front of the carton (per photo below).
- The size of the label must not be smaller than 12 x 12 cm.
- UN 3840/ 3481 option (The UN3480 → product itself is a lithium battery, UN3841 → products contain lithium batteries).
- 当产品有锂电池或者产品本身就是锂电池时，无论电池大小或容量如何，都必须在外箱上贴上锂电池贴纸。
- 此贴纸仅适用于锂电池/电池组，其他类型的电池，如碱性、碳锌、银氧化物、锌空气电池等都不需要。
- 贴纸位置，1x 标签贴在纸箱正面左上角（如下图所示）。
- 贴纸尺寸不得小于 12 x 12 厘米
- UN 3840/ 3481 选项（UN3480 → 产品本身是锂电池，UN3841 → 产品包含锂电池）。

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- The phone number must be Nedis +31 (0) 735991055. For some air shipment forwarders may request local phone number that to be confirmed by Teco Asia logistics team).
- Black and white label is acceptable. Printing directly on the carton is also acceptable.



- 电话号码必须是 Nedis +31 (0) 735991055。对于一些空运货代，可能需要本地电话号码，这需要由 Teco Asia 物流团队确认）。
- 黑白标签也可以接受。直接在纸箱上打印也可以接受。



6.4 Inner Box Label 内箱贴纸



- Added inner carton barcode (EAN), October, 2021, onward regardless of new products or repeat orders, Nedis requires suppliers to print unique barcodes on the inner carton (if applicable).
- The corresponding EAN numbers for each model are displayed on the PO, and supplier shall print these barcodes on the carton label accordingly.
- The barcode must be scannable, and Teco Asia QC will check it during the pre-shipment inspection.
- When inner box is used, each inner box should have the inner box label on **ONE SIDE** of the inner box (Note: Label should be on the same side of each inner box). The dimensions of the label for the inner box are 10 cm (length) x 6 cm (height). Please note that the inner box is not the product

- 增加内箱条形码(EAN), 2021年10月开始, 发出的所有Nedis品牌产品的采购订单(除非另有说明), 无论是新产品还是重复订单, Nedis要求供应商在内箱上(如适用)打印产品条形码。
- 每个型号对应的EAN编号会显示在采购订单上, 供应商需要相应地将这些条码打印在纸箱标签上。
- 条码必须是可扫描的, Teco Asia QC将在验货时进行检查。
- 当使用内箱时, 每个内箱的**一侧**应贴有内箱贴纸(注意, 贴纸要贴在每箱同一面)。内箱贴纸的尺寸为10厘米(长度)x 6厘米(高度)。请注意, 内箱不是产品彩盒, 切勿把内箱贴纸贴到产品包装盒。

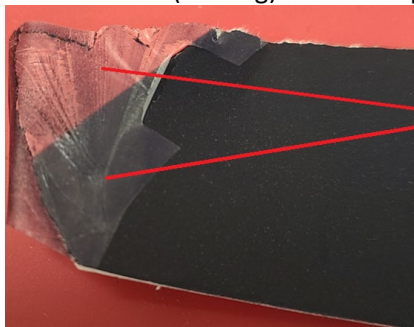
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gift box, and DO NOT PUT INNER BOX LABEL ON THE GIFT BOX. And again, please note that handwritten labels are not accepted by TeCo Asia.

并再次请注意德皓亚洲不接受手写的标签。

6.5 Color Gift Box finishing 彩盒饰面工艺要求

- Giftbox finishing requirements - Starting October 2021, the finishing of all giftboxes must be Matt Vanishing. Other gloss lamination, matt lamination, or lamination (coating) is not acceptable.



彩盒覆光膜或覆哑膜, 贴合涂层覆有塑胶薄膜, 非环保工艺, 禁止使用

- 彩盒饰面工艺要求 - 2021 年 10 月开始, 所有彩盒的饰面必须是过哑油, 其他覆光膜或覆哑膜, 贴合涂层覆有塑胶薄膜, 非环保工艺, 禁止使用。
- Color gift box should contain the same product specification as the product.
- The printed color and layout should be consistent to the design files provided by TeCo Asia/Nedis PM.
- All giftbox must be placed properly inside the carton, those with the euro slot should lay flat in the carton and not pointing upward.
- Make sure all giftbox are placed neatly inside the inner box (if applicable).
- 彩盒显示的产品规格应和实际产品相同。
- 彩盒印刷颜色和布局应同德皓亚洲/Nedis PM 提供的设计档完全一致。
- 彩盒必须整齐地放于外箱内, 如产品彩盒有欧式挂头, 挂头须平放于箱内, 不能朝上摆放。
- 确保所有的彩盒整齐地放在内箱中(如果适用)。

6.6 Product Identification and Traceability 产品识别标识和追溯标识

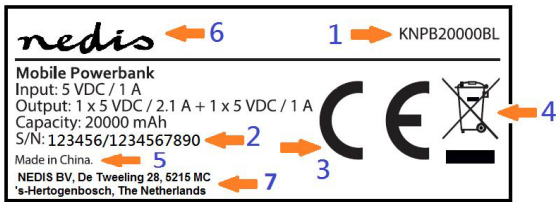
- **Product identification and traceability marking** are legally mandatory to assure product batch identification. They are essential to be marked on product, packaging and accessories (adaptor, cable).
- Content of **Product Identification and Traceability:** (essential 7 elements)
- **产品识别和追溯标识**在法律上是强制性的, 以确保产品批次标识。**产品识别和追溯标识**应必须在产品, 包装和配件(适配器, 电缆线)上标明。
- **产品识别和追溯标识内容:** (必要 7 个元素)

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1. Nedis Article Code
2. Batch Code (S/N, Supplier Code + PO Number)
3. CE Mark (minimum height 5mm)
4. WEEE Mark (bin, minimum height 7mm)
5. Country of Origin
6. Nedis Brand
7. Nedis Company Name and Post Address

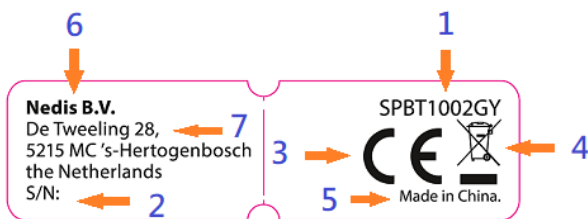
1. Nedis 产品编号
2. 追溯码 (S/N, 供应商代码+ 订单号)
3. CE 标志 (最小高度 5mm)
4. WEEE (垃圾桶)标志(最小高度 7mm)
5. 制造原产国
6. Nedis 品牌
7. Nedis 公司名称和邮递地址

- An example of the 7 essential elements marked on rating label.



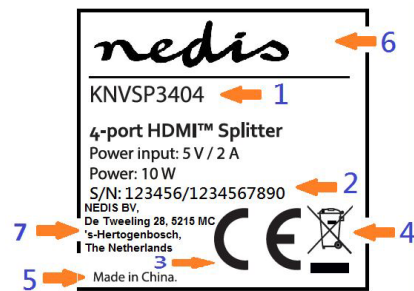
The same 7 essential elements must be marked on packaging (giftbox/polybag/blister card) as well.

- If the product contains of main items plus accessories (adapter, cable), each accessory should be attached with a flag label; the flag label must also be printed with the 7 essential elements.



Sample of Flag Label 旗形贴纸样本

- 后铭牌上的必要 7 个元素。



同样这必要 7 个元素也一定要印在外包装 (彩盒/塑料袋/吸塑背卡) 上。

- 如果产品是由一个主设备 + 配件(如适配器, 电缆线)组成, 主设备外配件(如适配器, 电缆线)也要贴上旗形贴纸以连系到主设备。旗形贴纸上同样要有 7 个必要元素。



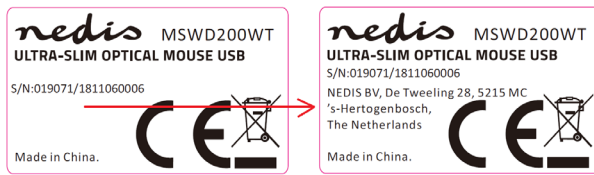
- Note: Although adaptor rating label marked all relevant markings, however they are relevant to manufacturer, not Nedis. It is essential to have a Nedis flag label on the adaptor cable.

- 注意: 尽管适配器本身配有后铭牌, 但该后铭牌上信息只与制造商有关, 而不是 Nedis。一个 Nedis 旗形贴纸贴在适配器电线上是不可少的。

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6.7 Nedis Company Name and Postal Address 公司名称和邮政地址

- Before November 2018, only Nedis Company Name and Postal Address were put on packaging (giftbox/blister/polybag) and manual artwork, while no such information on product itself. For now it is also necessary to put this information on product rating label.
- For existing old rating label artwork, Supplier is requested to add Nedis company name and postal address to the product by adding a sticker or add to artwork as below.



- 在 2018 年 11 月之前, Nedis 公司名称和邮政地址仅只设计在包装(彩盒/吸塑/塑料袋)和说明书设计图文件上, 产品是没有这些信息。现在这是不够的, 产品后铭牌也需要有这些信息。

NEDIS BV, De Tweeling 28, 5215 MC 's-Hertogenbosch, The Netherlands

- 对于旧的后铭牌图档, 供应商需要自行添加, 方式是增加贴纸或加到印刷图档, 将 Nedis 公司名称和邮政地址添加到产品后铭牌中。

6.8 UKCA mark 英国产品符合性标志

- UKCA is the new UK product conformity mark for products placed on the UK (England, Wales and Scotland, but not Northern Ireland) market. UKCA covers most CE marked products.
- The UKCA logo will be used from 1 January 2021, however, most products will still be able to use indefinite CE mark recognition beyond 2024 deadline.
- When using the UKCA logo on gift boxes, rating labels and/or flag labels, it is also necessary to add the relevant Nedis UK importer information.
- Nedis has just started adding the UKCA logo to the connecting cables. Nedis will provide appropriate gift box print artwork and rating labels bearing the UKCA logo. Suppliers need to coordinate with the order team to use the correct logo label with UKCA and Nedis UK importer information added.

- UKCA 是新的英国产品符合性标志, 用于投放在英国(英格兰、威尔士和苏格兰, 但不包括北爱尔兰)市场的产品。UKCA 涵盖大部分 CE 标志的产品。
- UKCA 标志从 2021 年 1 月 1 日开始使用, 但是大部分产品仍可在 2024 年底截止日期后无限期使用 CE 标志。
- 彩盒, 后铭牌或旗型贴纸使用 UKCA 标志时, 需要添加 Nedis UK 进口商信息。
- Nedis 开始在连接线材上添加 UKCA 标志。Nedis 将提供更新有 UKCA 标志的彩盒和后铭牌印刷图档。线材供应商需要与订单组配合使用添加了 UKCA 和 Nedis UK 进口商信息的旗型贴纸。



UKCA 旗型贴纸



6.9 Batch Code 追溯码

- Requirements of the batch code (S/N)

1234567890

- Batch Code format –
Nedis PO No. or Nedis PO No. / Serial number.
There was a supplier code before, which was cancelled in September 2022.

~~12345~~/1234567890

- Batch Code location - must be shown on the product rating label, flag label, packaging (color box/ blister back card/ hanging card/ retail plastic bag).
- Printing – It can be printed directly to the rating label, flag label, packaging and also accept by using sticker.
- Code size - no detailed requirements, as long as the batch code is visible and readable.

- 追溯码(S/N)要求

1234567890

- 代码格式 –
Nedis 订单号码 或 Nedis 订单号码/
序号。之前有供应商代码，已于
2022 年 9 月取消。

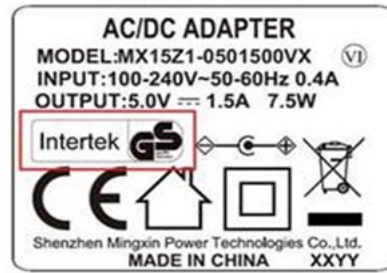
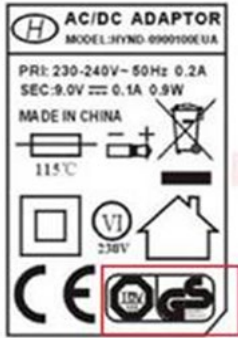
~~12345~~/1234567890

- 代码位置 - 必须显示在产品背牌, 旗形贴纸, 包装 (彩盒/吸塑背咭/挂咭/零售塑料袋)。
- 印刷 – 可以直接印在背牌, 旗形贴纸, 包装上, 也接受贴纸。
- 代码尺寸 - 没有详细要求, 只要追溯码可见可读。

6.10 GS/TUV/Intertek logo on adapters 适配器上的 GS/TUV/Intertek 标志

- The GS/TUV/Intertek logo on the rating label of the third-party adapter is basically not accepted by Nedis, and the supplier should delete it.
- Conditional acceptance is possible if the supplier can provide GS/TUV/Intertek certificate and test report.
- If GS/TUV/Intertek certificate and report cannot be provided, such logo on the adapter will not be accepted.
- For Nedis brand or private customer brand adapters, never accept the GS/TUV/Intertek logo appearing on the adapter rating label. Even if GS/TUV/Intertek certificate and test report are provided, it is still not accepted.
- 第三方适配器铭牌上的 GS/TUV/Intertek 标志, Nedis 基本上不接受, 供应商应自行删除。
- 如果供应商可以提供 GS/TUV/Intertek 报告和证书, 可以有条件接受。
- 如果不能提供 GS/TUV/Intertek 报告和证书, 适配器上的标志将不被接受。
- 对于 Nedis 品牌或客户品牌的适配器, 绝不接受 GS/TUV/Intertek 标志出现适配器铭牌上。即使提供 GS/TUV/Intertek 报告和证书, 仍然不被接受。

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6.11 Text height on packaging 包装上的文字高度

- ALL texts on rating label, giftbox, instruction manual, flag label and other labels must be readable and at least 2 mm letter height.
- 后铭牌, 彩盒, 说明书, 旗形贴纸, 其他贴纸上的所有文字, 必须可读且字高至少为 2 毫米。

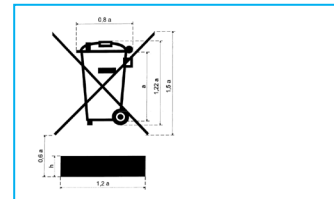
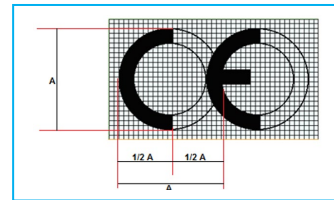
6.12 Technical requirements of the labels 贴纸的技术要求

- Labels requirements refer to only rating label, batch code label and flag label.
- Dimensions of the labels:
 1. Rating label: must be identical to Nedis artwork provided.
 2. Flag label – at least 8mm height where CE and WEEE marking must reach minimum limit 5 and 7mm height respectively.
- Strength of the labels - Label should pass rub test, all marking should still be readable and legible after test.
- Material of labels – Labels do not tear easily
In case rating label is made of PVC plate, ignore this requirement.
- 这里贴纸要求只涵盖后铭牌, 追溯码贴纸和旗形贴纸。
- 贴纸的尺寸:
 1. 后铭牌 - 必须与 Nedis 提供的设计图档相同。
 2. 旗形贴纸 - 贴纸至少 8mm 高。CE 和 WEEE 标志的高度最小分别为 5mm 和 7mm。
- 贴纸的强度 - 贴纸应通过摩擦测试, 所有标志在测试后仍应清晰可辨。
- 贴纸材料 - 贴纸不易撕裂
如果后铭牌用 PVC 胶片做, 可忽略此要求。

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6.13 Compliance Mark requirements 安规标志要求

- CE marking requirement – must be identical to the official graphic, and the A (height) must be greater than 5mm.
- CE 标志要求 - 必须与官方图形相同, A (高度) 必须大于 5mm。
- WEEE (Trash bin) marking requirement – must be identical to the official graphic, and the height must be greater than 7mm.
WEEE (垃圾桶)标识要求 - 必须与官方图形相同, 高度必须大于 7mm。



6.14 Change to update Triman logo on packaging 包装上改新回收标志

- Triman Logo - Started Jan 2022, the existing Triman logo for France is replaced with a new logo. The new logo is composed of the Triman logo, packaging component symbol, and sorting bin logo. As shown on the right→
2022 年 1 月开始现有法国 Triman 标志改用新标志, 新标志由 Triman 标识, 包装组件符号和分类垃圾桶标志组成。如右图→
- Recycling Code – the existing recycling logo is replaced with new recycling code. As shown below↓
回收代码 - 现有的回收标志被新的回收代码取代。如下图↓。



Old Triman Logo旧法国回收标志,已被取代

Some new Triman Logos一些新法国回收标志



- All repeat orders of current articles, suppliers need to cooperate with the order team and compliance officer to update the printed matter and artwork before goods can be inspected.
现有产品返单, 供应商需要与订单组和合规专员合作更新印刷图档, 才可以验货出货。

6.15 ECO Friendly Packaging 环保包装

- Nedis has ECO Packaging as its main goal, and works hard to convert all packaging into ECO Packaging. ECO Packaging involves, but is not limited to, Plastic-Free Packaging, Mineral Oil-Free Printing and FSC Paper Material.
- Plastic-Free Packaging - PM will collaborate with suppliers to ensure that new products are launched with packaging that does not contain any plastic. For existing products, PM will evaluate the feasibility of eliminating plastic materials from the packaging, and we urge our suppliers to help us achieve this.
- MOF - Nedis aims to comply with the French AGEC law (law against wastage and for the circular economy) that regulates two categories of mineral oil MOAH and MOSH in packaging printing. The limit for both should not exceed 0.1%. Supplier is required to switch to the so-called mineral oil-free print ink, and to sign the AGEC declaration, provide the test report and/or MSDS of the print ink used.
- FSC - Nedis aims to use FSC-certified paper for all gift boxes and manuals. To achieve this, we encourage suppliers to use FSC paper and provide us with FSC certificates and codes. This will enable us to add the FSC logo to the gift box and make our product packaging more eco-friendly.
- Nedis encourages our suppliers to eliminate plastic materials from the existing packaging, such as PE bag, blister, PVC inner tray, polyfoam, EPE, bubble bag, PE wrap, anti-static PE bag, protective PET film, plastic Euro hook, cable reel, laminated coating on gift box and/or label.
- Please consult with PM about the change and obtain their approval before implementing it.
- Nedis 以环保包装 为其主要目标，并努力将所有包装转变为环保包装。环保包装 涉及但不限于 无塑包装, 非矿物油印刷和 FSC 纸材。
- 无塑包装 - PM 将与供应商合作，确保新产品采用不含任何塑料的包装上市。对于现有产品，PM 将评估从包装中排除塑料的可行性，并敦促我们的供应商帮助我们实现这一目标。
- 非矿物油印刷 - Nedis 旨在遵守法国 AGEC 法（反浪费和循环经济法），该法规定了包装印刷品中两类矿物油 MOAH 和 MOSH 的限制。两者的限值均不得超过 0.1%。Nedis 要求供应商更换所谓的无矿物油印刷油墨，并签署 AGEC 声明，提供印刷油墨使用的测试报告和/或 MSDS。
- FSC 纸材- Nedis 旨在为所有彩盒和说明书使用 FSC 认证纸张。为此，我们鼓励供应商使用 FSC 纸张，并向我们提供 FSC 证书和代码。这将使我们能够在礼品盒上添加 FSC 标志，使我们的产品包装更加环保。
- Nedis 欢迎供应商自行从现有包装中移除塑料材料，例如 PE 袋、吸塑、PVC 托盘、泡沫、珍珠棉、泡泡袋、PE 包裹、静电袋、PET 保护薄膜、塑料欧式挂钩、电缆卷轴、彩盒和贴纸上的塑料涂层等。
- 请与 PM 协商更改，并在实施前获得他们的批准。

6.16 Polybag/PE Bag Packaging Requirements 胶袋/PE 袋包装警告字和打孔要求

- All plastic bags, suppliers need to add the correct plastic material marking and resin code for recycling instructions.

所有塑料袋, 供应商需要自行加上正确的塑料材料标记和树脂代码, 用于回收指示。如下图例子:

Examples :



Added recycling code to PE bag.

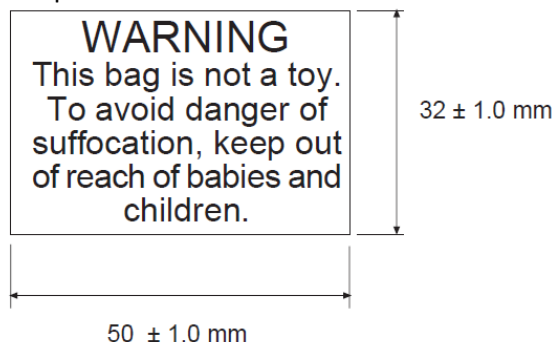
PE 塑料袋印上分类标志 LDPE 04



- Polybag suffocation warning – Polybag is nice to print with suffocation warning.
- Fonts: Text is ITC Helvetica or similar sans serif font; printed; Color: Red or black; Language: English, more translations would be better.
- Text is to be in center of bag.

- 窒息警告 - 胶袋最好印有符合法律规定的窒息警告。
- 字体: Helvetica 或类似的 sans serif 字体; 印刷颜色: 红或黑; 语言: 英文, 同时有多语文更好。
- 文字应放在袋子的中央

Examples:



←如左图例子:

- Punch holes polybag - Polybag must be punched with at least 2 holes. Holes diameter is about 5mm.
- Flexible plastic sheeting - Sheets without any backing and of an area greater than 100 mm × 100 mm shall:
 - has an average thickness of 0,038 mm or more
 - be punched with holes so that a minimum of 1 % of the area has been removed over any area of 30 mm × 30 mm.

- 在胶袋上打孔 - 胶袋必须在胶袋上打至少两个孔。孔径约 5mm。
- 塑料薄膜 - 单张柔性塑料薄膜没有任何背衬且面积大于 100 毫米 × 100 毫米要符合:
 - 薄膜平均厚度为 0,038 毫米或以上
 - 在薄膜上打孔, 使在 30 mm x 30 mm 的任何位置上至少去除 1% 的面积。

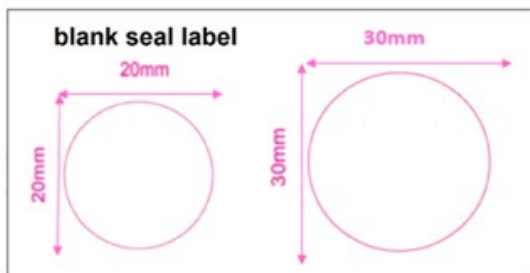
6.17 Giftbox Seal label requirements 彩盒封口贴 要求

- Seal label - the openings of the gift box should be sealed by a seal label.
- There are two types of seal labels: Responsible Packaging seal label and blank seal label.
- Responsible Packaging seal label - this is a paper-only label with no plastic coating. It is used only when an FSR logo is printed on the gift box and/or there is no plastic packaging material inside the gift box.
- Blank seal label - this is a normal seal label for products with plastic packaging material inside the gift box.

- Responsible Packaging seal label
负责任包装封口贴



- Blank seal label 空白封口贴



- 彩盒封口贴 - 彩盒的开口处必须用封口贴封住。
- 有两种类型的封口贴：负责任包装封口贴和空白封口贴。
- 负责任包装封口贴 - 这是没有塑料涂层的纸材贴纸。只有当彩盒上印有 FSC 标志和/或彩盒内确认没有塑料包装材料时才可使用。
- 空白封口贴 - 这是一种普通贴纸, 当彩盒内有塑料包装材料时使用它。

FSC logo 标志



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VII. Logistic 物流作业

Item	Supplier Flow 供应商事项	Working Days 日数(工作日)	Forwarder 货代	Supplier 供应商	Teco Asia	
					Logistic Team 物流组	Order Coordinator 订单组
6.02	Complete Booking Form, Complete MSDS Form (if applicable) and Certificate for Safe Transportation of Chemical Goods) 填写订舱单, MSDS信息单(如适用)货物运输条件鉴定书	7 days before inspection 验货前7天				
6.03	Receive Shipping Order (S/O) 收到装货单(S/O)	6 days before closing 截柜前6天前				
6.04	Receive Shipment Release Confirmation 收到出货通知	1-2 days after inspection 验货后1-2天				
6.05	Load container and deliver to forwarder 装柜并发货到货代	at least 1 day before closing 最遲截柜前一天				
6.06	Provide Shipment Documents - Shipping Instruction, Final packing list, Documents for Customs Clearance 提交船务文件 - 补料, 装箱单, 報關文件					
6.07	Confirm Draft Bill Of Lading 确认初本提单	before closing 截柜前				
6.08	Shipment ETD 開船	ETD 開船				
6.09	Original BILL OF LADING copy, Forwarder Invoice for Local Charges 副本提单(由供应商确认), 货代当地費用發票	3 days after ETD 開船後3天内				
	Local charges payment slip 提供货代当地費用付款憑証	within 7 days after receiving forwarder invoice 收到货代發票7天内				
6.10	Supplier issuing Official Commercial Invoice, Official Packing List 提供供应商抬頭商业发票和装箱单	within 7 days after ETD 開船後7天内				
6.11	Original Bill, SWB, Telex Bill 正本提單	within 12 days after ETD 開船後12天内				
6.12	GSP Form A, Certificates of Origin, Fumigation Certification (where applicable) and Export Licenses. Form A, 产地证, 熏蒸证书副本(如适用)和出口许可证	within 12 days after ETD 開船後12天内				

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7.1 General Information 一般信息

- Unless agreed by TeCo Asia, supplier can only use the appointed forwarders of TeCo Asia.
- Unless agreed by TeCo Asia, the shipper of each shipment should be in the name of TeCo Asia.
- TeCo Asia always arranges shipment in full container. If the goods volume from Supplier does not fit for a full container, TeCo Asia will combine the goods from other suppliers to fit a container shipment. Supplier must coordinate with TeCo Asia Logistic Team in shipment consolidation.
- Full Container Load (FCL) - means that Supplier's order volume is sufficient to fill up the whole container. Supplier must pick up the container from depot themselves. After the goods is loaded, supplier shall deliver the container to the designated place of the forwarder. Supplier shall take care of all customs clearance procedures and bear the Local Charge.
- Shipment Consolidation - When Supplier's goods need to be combined with other suppliers, Supplier must send the goods to the loading address specified by Logistics Team. Customs clearance will be handled by Logistic Team, supplier should provide customs clearance documents to Logistic Team; the Local Charge of the container will be shared by each supplier on proportion.
- 除非德皓亚洲同意, 否则供货商只能使用德皓亚洲的指定货代。
- 除非德皓亚洲同意, 否则每次装运的托运人应以德皓亚洲的名义为托运人。
- 德皓亚洲通常安排完整集装箱装运。如果供应商的货量不适合装满集装箱, 德皓亚洲将与其他供应商的货品合并集以完整装箱运输, 供应商必须与德皓亚洲物流团队进行协调合并。
- 满柜货(FCL)-指供应商订单足够装满货柜, 供应商要自行拉柜, 装柜后直接交到货代指定地点。一切报关手续, 本地费用由该供应商负责。
- 并柜-当供应商货物需要并柜时, 供应商必须把货物发送到物流组指定的装柜地址。并柜货物需由物流组统一报关, 参与并柜的供应商需将报关资料提交物流组。货柜的本地费用将按比例由各供应商分担。

7.2 Shipment booking 货运订舱

- Each Logistic Team Coordinator in the Logistics Team handles the shipments according to different designated ports. Supplier shall contact the corresponding Logistic Coordinator directly.
Shenzhen - lily.zeng@TeCoasia.com
Ningbo - cici.zeng@TeCoasia.com
Shanghai/ Hong Kong/ Taiwan/ Zhongshan/ Zhuhai/ Rongqi/ Jiangmen/Fuzhou/ Xiamen – Yoyo.Huang@tecoasia.com
- The supplier should complete and submit the **Shipment Booking Form** at least one week prior the order completion date.
[Press to download 按此下载订舱单](#)→ [Shipment Booking Form](#)
- 物流组每一组员处理指定港口的船务, 供应商可根据出货港口与该物流组员直接联系。
深圳 - lily.zeng@TeCoasia.com
宁波 - cici.zeng@TeCoasia.com
香港/台湾/上海/中山/珠海/容奇/江门/福州/厦门 - Yoyo.Huang@tecoasia.com
- 供应商需在订单完成日期前最少 1 周填写并提交**订舱单**给物流组。

- If the product contains dangerous goods such as battery, gas or liquid, it also needs to fill out the **Dangerous Goods Info Form** as well as provide relevant reports the same time.
[Press to download 按此下载危险品信息单→ Dangerous Goods Info Form](#)
- The Shipment Booking Form is a fixed format Excel for system info import, except to add rows, no edit is available.
- Shipment Booking Form is the only reference for container booking. Please input the goods data carefully. The information should be consistent with the actual shipment and cannot be changed at will.
- In case the data of the booking or Dangerous Goods Info Form is inconsistent, causing insufficient container space, or the goods is rejected by forwarder due to containing dangerous goods, and finally the goods cannot be delivered or the shipping cost is increased. All the consequences are the responsibility of the supplier.
- 如产品内置危险品如电池，气体或液体，必须填写**危险品信息单**，并同时提供相关报告。
- 订舱单 Excel 版面是固定格式，用以系统信息输入，除加行数外，其他编辑都不适用。
- 订舱单是订舱位唯一根据，请细心输入货物信息，信息与出货要一致，不能随意更改。
- 如因订舱单或危险品信息单信息不符，做成货柜空间不够，又或含危险品而不被货代接受，最终导致出不了货或费用增加，一切后果由该供应商负责。

7.3 Shipping Order 装货单(S/O)

- After received Shipment Booking documents, Logistic Team will provide Shipping Order (S/O) to supplier 6 days before closing.
- 物流组收到订舱文件，会在截柜日期 6 天前把装货单(S/O)发给供应商。

7.4 Shipment Release Confirmation 出货通知

- When the Pre-Shipment inspection (3.10) and RoHS XRF check (3.11) on the inspected goods are pass, the Order Team will inform Supplier in writing to proceed shipment.
- 当出货前验货(3.10)和大货 RoHS 扫描(3.11) 都确认，订单组会书面通知供应商安排出货。

7.5 Load container and deliver to forwarder 装柜并发货到货代

- Suppliers must send goods to appointed forwarder's warehouse one day before closing shown on the S/O.
- In the event a Shipping Order must be cancelled or postponed, Suppliers are required to inform TeCo Asia Logistics Team the cancellation at least 6 days before the closing. Failure to do so TeCo Asia will charge the cancellation fees to Supplier.
- If a Supplier is unable to complete the order in full by the agreed date on the PO, TeCo Asia may ask for corrective action to avoid the loss of sales from Nedis. As a result, Supplier may be required to bear the air freight cost. Alternatively, under
- 供应商必须在送货单上显示的截收日期 1 天前，将货物发送到指定的货运代理仓库。
- 如果货运单需要因故取消或推迟，供应商需在截收六天前通知德皓亚洲物流组。如供应商不及时通知，德皓亚洲将向供应商收取取消费用。
- 如果供应商不能按约定的日期完成全部订单，德皓亚洲有权要求供应商采取纠正行动以减少 Nedis 销售损失。因此，供应商可能被要求承担空运的费用。另外在特殊情况下，德皓

exceptional circumstances, TeCo Asia may discuss and agree with Supplier to deduct the loss from the payment.

亚洲可能会与供应商协商，从货款中扣除所遭受的销售损失。

7.6 Provide Shipment Documents to Forwarder 提交货代船务文件

- Suppliers are requested to send the full sets of shipping documents to Logistic Team at least one day before closing; after checking Logistic Team presents the set of documents to forwarder.
Content of Forwarder Shipping Document
 1. **Shipping Instruction (Logistic Team will provide Forwarder format)**
 2. **Final packing list (Teco Asia excel, press to download [Packing List](#))**
 3. **Documents for Customs Clearance (for consolidate shipment)**
- 供应商必须在截收日期至少 1 天前，将全套货代船务文件(补料)发给物流组，物流组核实后再转交货代。
船务文件(补料)内容：
 1. **补料(物流组提供货代格式)**
 2. **装箱单(Teco Asia 格式, 按此下载 [Packing List](#))**
 3. **报关文件（拼柜货物）**

7.7 Confirm Draft Bill of Lading 确认初本提单

- Once the shipping document is accepted by Forwarder, a draft bill of lading will be issued before vessel departure date(for shipping ports in south part of China). Logistic team will send the draft bill of lading to Supplier and Supplier is requested to confirm the draft bill of lading.
- 当货代接受船务文件(补料)后，货代会将提单草稿在船开日期前（适用于中国南部的装运港）发送给物流团队，物流团队会将提货单草稿转发给供应商，供应商必须在船开日期前确认该提单草稿。

7.8 Shipment ETD 开船

- Shipment ETD.
- 开船。

7.9 Bill of Lading Copy and Local Charges 副本提单和当地费用

- Upon ETD, Forwarder issues Bill of Lading Copy and Local Charges Invoice to Logistic Team, Logistic Team will send to supplier the same time.
- **Bill of Lading Copy:** Supplier is requested to confirm the Bill Copy the same day.
- **Local Charges:** Supplier is requested to provide payment slip to Logistic Team within 7 days after receiving the invoice.
If the supplier didn't settle the payment before the timeline, TeCo Asia will deduct the costs directly from the payment to the Supplier.
- 开船后，货代会发给物流组副本提单和当地费用发票。物流组会实时转发给供应商。
- **副本提单:** 供应商应在当天确认回物流组
- **当地费用发票:** 供应商应在收到发票 7 天内发回物流组付款凭据。如果供应商过期不支付当地费，德皓亚洲会从货款中直接扣除。

7.10 Submit PO Payment Documents 提供货款文件

- Supplier shall issue Official Commercial Invoice, Official Packing List, signed Nedis PO and BL Copy to Order Team (not Logistic Team) for goods payment, Order Team will arrange the payment base on the agreed payment terms with suppliers.
- 供应商应在开船后 7 天内发给订单组(不是物流组)公司发票, 公司装箱单, 签署 Nedis PO 和 副本提单。订单组会按确认的付款方式安排付款。

7.11 Original Bill of Lading or SWB or Telex Bill 正本提单

- **Original Bill of Lading** - After the settlement of all local charges, Forwarder will issue Original Bill of Lading(except SWB or Telex Bill) within 12 days after vessel ETD.
- **正本提单**-当解决所有本地费用后, 货代将在船开后 12 天内签发正本提单 (SWB 或 Telex 账单除外)。

7.12 Destination Customs Clearance Document 目的港清关文件



- **Destination Customs Clearance Documents**- Supplier is requested to provide the rest of destination customs clearance documents to Order Team (not Logistic Team) within 12 days after ETD.
- **目的港清关文件**- 供应商应在开船后 12 天内发给订单组(不是物流组)其他目的港清关文件。

Content of the documents:

1. **Certificates of Origin**
 2. **Fumigation Certification (where applicable)**
 3. **Export Licenses (where applicable)**
- 清关文件内容:
1. **產地來源証**
 2. **熏蒸证书(如适用)**
 3. **出口许可证(如适用)**
- Once Nedis received Original Bill of Lading and Destination Customs Clearance Documents, Nedis can process the goods customs clearance smoothly after the goods arriving at the port.
 - 当 Nedis 收到正本提单和目的港清关文件, 便可以在货物到港后顺利清关。
 - Demurrage Costs- If, due to Supplier's problem, Supplier is not able to submit the documents or settle the local charges with forwarder on time and result in the delay of receiving the Bill of Lading or Destination Customs Clearance Documents by Nedis, and consequently demurrage fee is incurred, TeCo Asia will charge back to Supplier.
 - 如果由于供应商的问题而供应商无法按时提交文件或与货代理解决当地费用, 并导致 Nedis 在货物到港前未能收到正本提单和目的港清关文件而产生滞期费, 德皓亚洲将向供应商收取费用。

VIII. Container Loading Requirements 集装箱装柜要求

8.1 Container Loading Requirements 集装箱装柜要求

- The container stuffing team members must be led by an experienced team leader in shipping field. Following below instructions to prepare a stuffing plan before loading the container.
- The loading area must be pest free, clean and dry.
- Prior to stuffing of the containers, each empty container is fully inspected on the exterior and interior with respect to cleanliness, dryness, free of odor, free of crack and doors proper closing.
- The goods should be stuffed in a safe and secure manner, heavy cartons should be packed at the bottom side, light cartons on top.
- In case the container will not be fully loaded (for example only 24CBM in a 20ft container), the rows should not be stapled to the top! In that case the height of the rows should be calculated in advance and stack at max 70-80% of the container height.
- In case the shipping carton has a  mark, the carton must be loaded with the arrow mark up.
- The shipping carton should be loaded with the Outer Carton Shipping Label faces to the front side.
- There should be no space between the box and the box to prevent the goods from shaking and bumping during transportation.
- Please make sure that no shipment will arrive at Nedis like the picture shown here below! Any damage or creation of extra handling caused by inferior and or deformed packaging will be for the full 100% on account of the supplier.
- 装柜人员必须由具船务经验组长带领, 按下列指示, 先计算出货物的顺序, 货柜空间, 定好装柜计划才装柜。
- 装柜场地必须没虫害, 清洁及干燥。
- 在装柜之前, 要对每个空集装箱进行全面外观和内部检查, 须保持清洁, 干燥, 无异味, 无裂缝, 柜门关闭适当。
- 应以安全稳固的方式将货物装柜, 重的箱应放在底层, 轻的箱放在高层。
- 如果货物不装满, 例如 20 呎货柜中只有 24CBM 的货, 行数便不应叠到柜顶! 在这种情况下, 行数应该预先计算并堆叠至货柜高度的 70-80%。
- 如果装运箱带有  标记, 每箱必须按箭头方向向上摆放。
- 每箱的外箱贴纸必须朝柜门方向。
- 箱与箱之间不应有空位, 以防止运输途中货物摇动以至倾倒损坏。
- 请确保以下图片状况不会发生。任何货物损毁或处理费用产生都是供应商要负 100% 责任的。

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箱内有空间,外箱材质差劣, 外箱被压变形



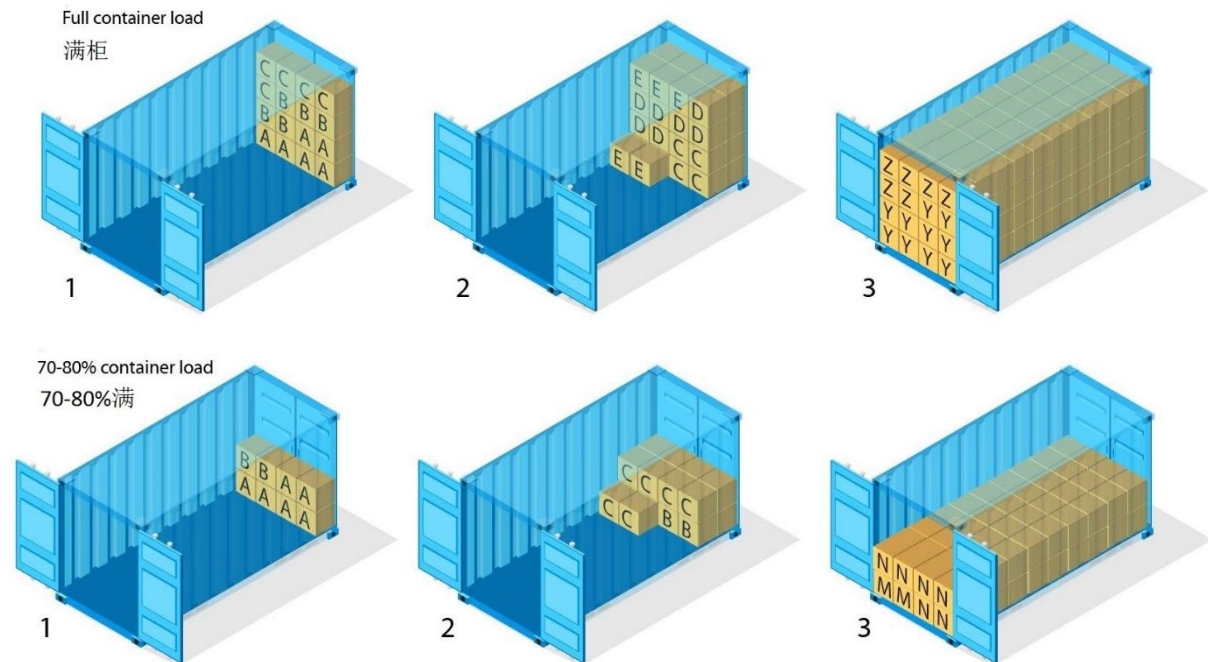
箱内附件没有固定,碰穿彩盒



箱内有空间,外箱材质差劣, 外箱被压变形



8.2 Nedis Standard Container Stuffing Instruction 統一裝櫃方式



- For easy unloading the container and to sort out the products without delay in destination, each Nedis container must be loaded according to below instruction:
- For example, there are cartons with item A, B, C ...Y, Z to be loaded into a full container. Please refer to above picture "Full Container Load".
Item A: Loading per row from right to left (not from back to front) until the row is full.
Once row is full start to stack the next row on top of it. Once rows are loaded to the top, start next row in front of it until item A are loaded.
- Item B: Load on top of item A, also from right to left. Further loading as described for item A until to item Y, Z.
- For a container loading with 70-80% goods, loading method will be as the above picture "70-80% Container Load".
- In case of consolidate container, Supplier still require following the same instruction to load goods to the truck, so that forwarder can easily follow the same instruction to load container.
- Take photos of each container before closing the doors, clearly record the container number, and the goods at the end of the container for TeCo Asia inspection when necessary.
- 为了方便到港后卸货并对不同型号产品进行快速分类入库, 所有 Nedis 货柜统一按照以下方式装柜:
- 例如, 有型号由 A, B, CY, Z 的货要装满一个货柜. 参考上图"满柜"
型号 A: 从右到左(不是从后到前)排行, 直到行满。
一旦行已满, 就开始叠高一行。当行数装到顶部后, 才开始排它前面的一行, 直到装完型号 A.
- 型号 B: 也是从右到左连上型号 A。按上述同样方式装, 直到型号 Y, Z。
- 如果是 70-80%满的货, 装柜方式参考上图'70-80%满'。
- 如果是并柜, 仍要按上述方式装货车, 方便货代按同样方式装柜。
- 每个货柜关柜门前都要拍照, 清楚记录货柜号, 柜尾货物摆放状态, 以备德皓亚洲查阅。

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- In case the supplier does not perform this loading requirement and the goods are damaged, TeCo Asia reserves the right to claim against the supplier.
- 如因供应商不执行此装柜要求，而导致货物损毁，德皓亚洲保留向供应商索赔的权利。

[The information in this document is subject to change without notice. END!](#)